

~ HOW TO PLAN ~ CHURCH BUILDINGS

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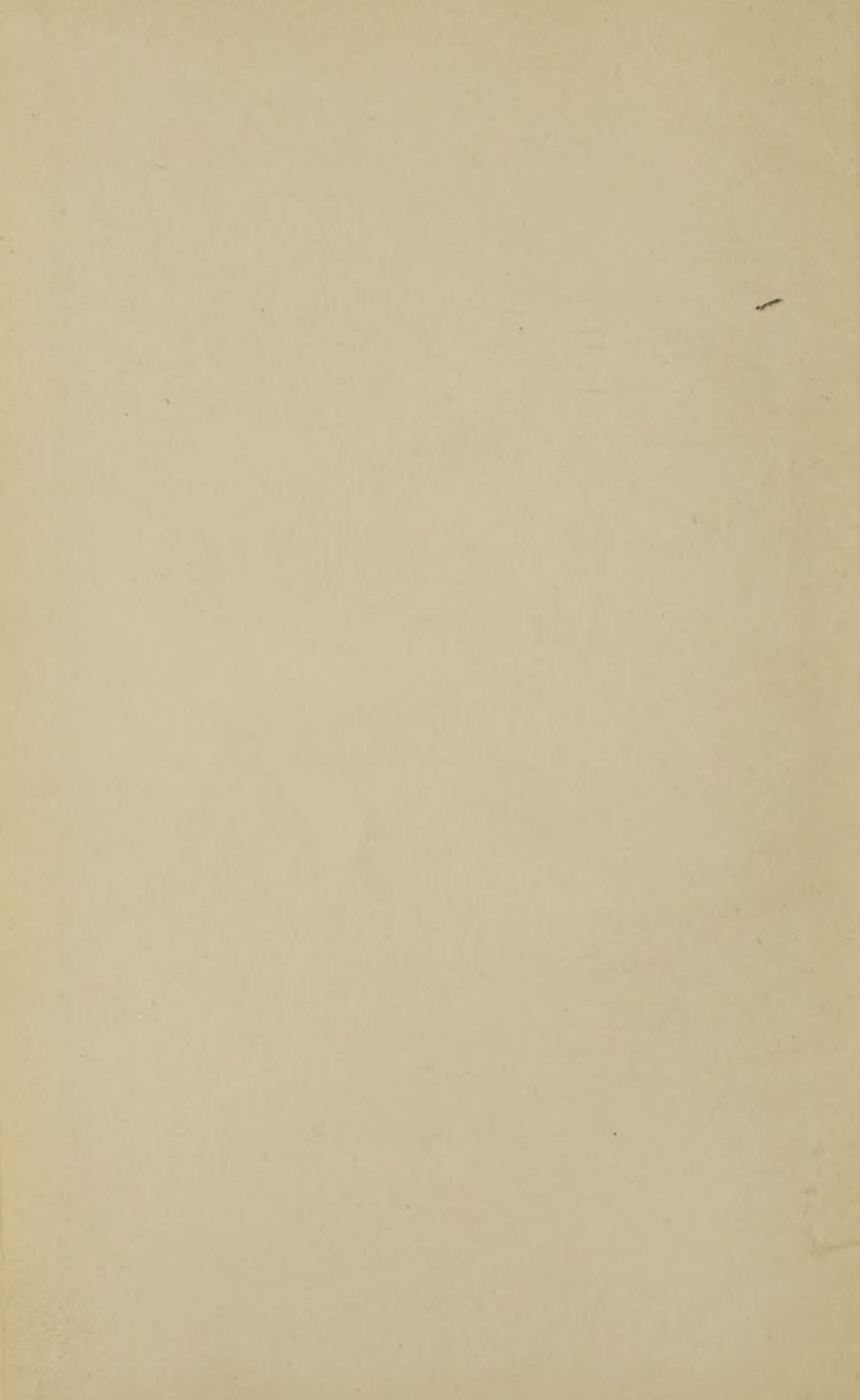
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HOW TO PLAN CHURCH BUILDINGS

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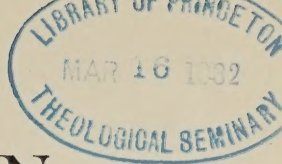
HOW TO PLAN CHURCH BUILDINGS

By P. E. BURROUGHS

Secretary of the Architectural Department of the
Baptist Sunday School Board



NASHVILLE, TENNESSEE
SUNDAY SCHOOL BOARD
OF THE
SOUTHERN BAPTIST CONVENTION



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PART ONE—PRELIMINARY STEPS

- I. The Church Building
- II. Preliminary Hints
- III. How to Organize the Building Committee
- IV. How to Select the Architect
- V. How to Finance the New Building

HOW TO PLAN CHURCH BUILDINGS

I.

THE CHURCH BUILDING

THE church building and the church! Water poured into a vessel assumes the shape of the vessel, becoming round or square or otherwise, according to the form of the receiving vessel. Not so quickly and yet scarcely less really a congregation is influenced by the building which it occupies. By its spacious dimensions the building may challenge to larger service; by its true lines and its noble proportions it may inspire sentiments of truth and nobility; by its thoughtful and appropriate provisions it may set forward the efforts of earnest teachers and loyal workers; by its impressive dignity it may be a material aid to worship; by its noble and imposing exterior it may appeal to multitudes of passers-by.

The church building and the preacher! Our buildings go far to make and unmake preachers. More than one minister has found in the building in which he stands to preach an indefinable up-pull, an inspiration and even a challenge to match the fineness and dignity of the building with a correspondingly sober and worthy presentation of the heavenly message. A preacher of rare charm and power has confessed his indebtedness to the auditorium in which he ministers, declaring that the great arch beneath which he has stood to preach, the graceful reaches and the fine architectural lines of the impressive audience room, are a ceaseless appeal to him to deliver worth-while messages in a worthy manner. We must have felt the disharmony which occasionally arises because the building in its dignity and worthiness is in contrast with the service which is conducted in it. Dr. Von Ogden Vogt, for example, says: "I happen to know

of one church which in all its proportions and details is singularly rich in Gothic feeling, but where the minister who conducts the service appears to be totally unaware of the sort of building he is in." Even so, the building may offer a consistent silent appeal which must have an unconscious influence.

The church building and evangelism! Does the church building have a bearing on evangelism? A seminary president who constantly stresses the winning of souls said to a building committee which was planning a new church: "Build for evangelism; I have but one injunction, build for evangelism." It would be interesting to know just what was in his mind. It is suggestive that eminent evangelists without exception give careful personal attention to the buildings in which they are to preach. No detail escapes them—light, ventilation, entrances, exits, the location of the choir, the width of the aisles, every detail has painstaking attention. The church building offers the natural and most effective base for evangelism, far better than tents or tabernacles or theatres or public halls. Before the plans for a new building have been finally approved, the building committee may do well to raise the question, Have we planned for evangelism?

The church building and fellowship! The modern church must serve the whole man and the very building must somehow express the purpose to minister to the social side as well as to other phases of the community's need. We say fellowship because when "social life" is mentioned, there are those who think only of socials and entertainments. Fellowship is a great gospel word. The early Christians "continued in the apostles' doctrine and fellowship and the breaking of bread." Fellowship is of the essence of the gospel. The very building may inspire fellowship by its spacious porches and lobbies, its wide aisles, its inviting atmosphere. Yes, and its kitchen! The story is told of a leading hotel in a Southern city which was designed by a well-known architect, and when the contract was to be let it was somehow discovered that there was no kitchen. A hotel without a kitchen! The time is quickly coming, if it has not already come, when it will seem quite as incongruous to think of a church

building, especially one of large dimensions, without a kitchen. The kitchen, the tea-room, and the banquet hall are essential in any well-designed modern church building.

The church building and the Sunday school! The history of the modern Sunday school may easily be traced in its influence on the church building. At first the Sunday school was forbidden the use of the church house; then the Sunday school was tolerated in the church house; then in recent years, the Sunday school has transformed the church house, so that the modern church building bears scant resemblance to its predecessor of days gone by. Examine a dozen of the great books which treat of church buildings; you will find that almost without exception the authors regard the church building and the church auditorium as synonymous terms. For generations past the church building has been primarily an auditorium to which all other parts were secondary and subordinate. One of these books of recent issue lies before me as I write. After devoting many chapters to an able discussion of the auditorium in its various phases, the author reminds us, lest we should overlook it, that in most modern churches there is a great variety of other concerns besides those of worship. All these he dismisses with the remark, "these must not be forgotten." Our artists, our art critics, and our architects are of course primarily concerned with the auditorium. With them the auditorium is likely to be "the church." But the New Testament sets forth two coordinate agencies for the spread of the gospel, preaching and teaching. We must build both for the preacher and for the teacher. The educational section of our churches must be devised with the same care, the same attention to details, and with something of the same artistic skill which have marked our auditoriums.

The church building and the unchurched! The building may be a silent witness, an effective voice, to the multitudes who pass by, the hurrying, perhaps heedless, people who come and go. Where tens enter for worship, hundreds, and possibly thousands, pass and look upon the outside of the building. If men are to form their conceptions of religion partly from the buildings erected by the churches, it is worth while to exercise care

that our church buildings shall, by their location and their architecture, worthily express the mission and dignity of Christianity. Religion may well call art and architecture to her aid in her effort to meet and hold the attention of men. In these days when diverting voices multiply, when men are distracted and confused by many appeals, the churches may well avail themselves of the attracting power of good art and noble architecture. Worthy buildings, well located and impressive, offer strong attraction for many people. This question of attracting and holding attendance goes deeper than newspaper notices and sensational themes. Without setting any one method of arresting attention over against others, we may suggest that the appeal of good art and pleasing architecture has hardly been fully appreciated.

The church building and its interior! Sensitive at all times to its environment, deeply influenced always by its surroundings, the worshiping soul is peculiarly responsive to the suggestions of the building in which worship is rendered. Consciously or unconsciously we are affected by the rooms in which we wait upon God, whether our waiting be for the purpose of studying his Word, or more especially for worship. We have sometimes entered church rooms and have instinctively paused to say, "What a restful place!" By some unconscious influence we have been moved to pause for at least a moment of worship. Perhaps we have inspected church plants where these impressive tones were singularly absent; we have felt distinctly restless without understanding precisely why; we have felt no impression nor appeal which was especially different from that which would be felt in a factory or other commercial building. We may be unable to define the elements in the room or to describe the tonal effects which produce these results. Certain it is that we would find it difficult to define the physical arrangements and to describe the tones which produce the desired effect. Here, as almost everywhere else in the building enterprise, we must rely largely on the creative genius of the architect. Both the architect and the building committee will do well to bear in mind that these indefinable interior effects may go further to make

or destroy the real success of the building than some other elements which ordinarily receive much larger attention.

The church building and its exterior! Is the design, the exterior appearance, a matter of concern? A reaction from elaborate and formal buildings led our fathers to an opposite extreme and they called their simple church edifices "meeting houses." They are indeed meeting houses, but are they not more? The design and appearance of the building in which we assemble to worship God cannot be of indifferent concern. All buildings ought to have character and all buildings ought, in their exterior appearance, to give some hint of the purpose which they serve. A home ought not to be like a barn; a bank ought not to be like a millinery store; a theater ought not to be like a church; a church ought not to resemble a courthouse.

A man apologized for a poorly designed building with many architectural shortcomings by saying, "Oh, only one in a hundred knows any better." It may be true that only one in a hundred knows, but it is that one whose judgment needs to be seriously considered. It is so with any art—few know, but if we care, we stand in awe of their verdict. A more serious fallacy lies in the assumption that those who do not know are therefore not affected by good architecture. We may not know in the technical sense; we may be unable in the fullest way to appreciate fine architectural lines or to detect bad lines; but consciously or unconsciously we are affected by the architecture about us. It cannot, we beg to repeat, be a matter of indifference whether our church edifices represent good architecture. We may not be able to erect costly temples and imposing cathedrals, but every consideration of propriety demands that what we build shall be honest and shall be marked by truth and integrity. It costs little more, perhaps no more, to build on right lines, lines which are correct and pleasing, than it costs to build on careless and indifferent lines.

The church whose edifice, whether it be large or small, is architecturally proper and gives evidence of refinement has a distinct advantage in any community. A group of some thirty people were seen opposite a newly-erected church property in-

tently examining its outlines. It developed that a class in architecture from a near-by university had selected this building as a type worthy of study. The number of church buildings in any city which might be so selected is not usually large. Why should not a congregation planning to build aspire to erect a building which will commend itself to people of culture and which, by the perfection and beauty of its lines, will speak of the perfection and beauty of holiness? With our increase in wealth, with our diffusion of architectural taste, and above all, with our enlightened appreciation of religion as a prime factor in our civilization, is it too much to expect that our churches will more and more in their buildings seek beauty and impressiveness, as well as practical utility?

OUTLINE FOR STUDY

- The church building and the church
- The church building and the preacher
- The church building and evangelism
- The church building and fellowship
- The church building and the Sunday school
- The church building and the unchurched
- The church building and its interior
- The church building and its exterior

FOR DISCUSSION

How may the church building influence the church?

How may the building affect the preacher?

Show the effect which the building may have on worship.

What did the seminary president probably mean by the suggestion, "Build for evangelism"?

Why should the church building provide for fellowship and social service?

How may the church building influence the unchurched?

Show how the man was wrong who said of a poorly designed building, "Only one in a hundred knows any better."

Why should the house which we build for God be built beautifully?

II.

PRELIMINARY HINTS

The suggestions offered in this chapter represent certain condensed findings which grow out of long experience. They are for the most part such as the church extension boards have long been accustomed to urge upon churches which plan to build. Many years ago the Board of Church Extension of the Methodist Episcopal Church set forth some of these proposals and these were later amplified by Mr. Kidder in "Churches and Chapels." We restate some of these suggestions and add some others which seem to be important.

Organize according to the laws of the state.—The laws differ in different states and for different denominations. Secure and act upon the advice of your attorney.

Secure the best possible lot.—This is vital to all the future interests of the congregation. The lot should be central and easy of access. It should, of course, be a corner lot. Pay any reasonable price for a suitable location, rather than accept as a gift any inferior site. It should be ample in size. Many churches are finding serious difficulties at this point. Modern church buildings require much space. A church should, if possible, for its own sake and for the sake of its neighbors, be surrounded by open grounds. Its title should be without flaw. Never build on a lot with a reversionary clause, or other possible hampering condition. Examine the records and see that the deed is drawn by a competent man. Let the deed be made to the church *under its corporate name*, and see that every legal detail is cared for.

Dare to go out in faith.—Few worthy church buildings could ever be erected if men insisted in advance on seeing the way through to the end. The church and the whole community will respond to the adventurous faith of men with vision. Make big

plans if you would inspire a big response. Undertake something which is clearly beyond the ability of the congregation and challenge the whole community to come to your aid. It would be easy to tell of incidents which sound like the Acts of the Apostles. If necessary, build in units or sections, making progress as you are able.

Consult the Architectural Department maintained by your denomination.—All of the leading denominations offer some such service. Advice is offered without charge. Helpful literature may be had for the asking. Inquiries regarding available architects and concerning problems faced by the churches will receive prompt attention. Tentative plans will be examined with a view to improvements or economies.

Select your architect with care.—Do not seek to economize at this point. Do not undertake to erect any kind of church building without an architect. Do not employ an architect because he is a local man, and, above all, do not select him because he offers his services more cheaply than others, any more than you would employ a doctor or a lawyer for this reason. Once you have employed an architect, trust him and treat him as your professional adviser. He will have both a personal and professional interest in your enterprise. There is, of course, distinct advantage if the architect has had experience in designing church buildings such as you propose.

Where possible, secure the architect's supervision.—The man who makes the plans can best see that they are intelligently executed. If the architect lives at such a distance that frequent personal visits are not practical, it may seem wise to employ some experienced man to inspect the work daily, calling upon the architect to make visits at special stages.

Inform yourself as regards modern ideals and the best practice in church planning.—Do not depend wholly on your architect; be able to tell him your needs and to guide him in meeting them. Modern church and Sunday-school activities call for new types of buildings. It is not safe to assume that we know until we investigate the literature and the practice of the present day.

For a survey of modern Sunday-school organization which is the basis of building requirements, see the author's "Building a Successful Sunday School," or any one of many similar books.

Give attention to the floor plan rather than to the exterior appearance.—Insist that the architect shall prepare separate drawings showing the floor-plan arrangement, indicating the uses of all sections of the building, such as are presented in these pages. Let these drawings be fully explained to the membership so that the people may know exactly what they are to expect. The floor plan is the crucial matter. Begin here; outline your needs and insist upon such floor plans as will meet them. We court defeat if we select first an exterior design and then subordinate to that design all floor-plan arrangements.

Consider your plan in all its details, and when you have adopted it, do not suffer any changes.—Hastily-formed and ill-digested plans are the cause of endless troubles and disappointments. Changes made after contracts have been closed open the way for bills of extras and for various complications and misunderstandings.

Keep careful records and transact all business in the most accurate and business-like way.—Itemized statements should at intervals be made to the trustees, or to the church, accounting for every dollar received and expended. Let the books be carefully audited and a final complete report be made on the day of dedication. This will inspire confidence which in turn will stimulate giving.

A church building may exert direct uplifting influence on a community for many years, perhaps long after those who erect it have gone to their reward. A carefully arranged and properly designed building may radiate influence in wide circles. A noble building seems to have an almost living air and spirit, and may become a benign power in the lives of the people round about it. Such a building is both a material and a spiritual asset in any community. The committee which leads in the erection of a beautiful church building and the people who help to make possible such a building render a public service of inestimable value.

OUTLINE FOR STUDY

Organize according to the laws of the state

Secure the best possible lot

Dare to go out in faith

Consult the Architectural Department maintained by your denomination

Select your architect with care

Where possible, secure the architect's supervision

Inform yourself as regards modern ideals and the best practice in church planning

Give attention to the floor plan rather than to the exterior appearance

Consider your plan in all its details, and when you have adopted it, do not suffer any changes

Keep careful records and transact all business in the most accurate and business-like way

FOR DISCUSSION

What are some preliminary hints proposed by the author?

Indicate three of these hints which you regard as most important.

Suggest other hints which may be needed to safeguard the building campaign.

Show how a carefully arranged and properly designed building may radiate influence in wide circles.

III.

HOW TO ORGANIZE THE BUILDING COMMITTEE

The building committee is entrusted with a difficult and most important task. It should proceed with order and system. The following proposals which can be indefinitely varied may offer some suggestive guidance.

The building committee should be composed of a large group of people—twenty to forty will usually be found none too large.

It should be thoroughly representative, including members of all organizations within the church which are to be especially provided for in the new building. Each department in the Sunday school and each of the young people's organizations should have representation. There should be women as well as men, and young people as well as older people.

The committee should be organized with a chairman, secretary and treasurer. These officers, together with the pastor and the chairmen of the sub-committees, may well form a cabinet or an executive committee. To this smaller group may be committed the general management of the building project with the handling of many details which can not be conveniently cared for by the larger group.

The sub-committees may be multiplied, though the following will usually be sufficient. They will generally be appointed from the large committee, though for various reasons other members may be asked to serve on these committees.

Plans Committee

Make careful survey of the community.

Conduct a study of modern church housing.

Inspect by visit, or through pictures, approved buildings.

Study the literature offered by the denominational Department of Architecture.

Take a census of the community and make a survey with a view to determining present and future possibilities of the church and Sunday school. Be guided by the possibilities of the future rather than by present attendance or past achievements.

Make schedule of church needs as outlined below:

Auditorium capacity (stated both in numbers and in floor space dimensions)

Social provisions, kitchen, etc.

.....

Administration offices

.....

Sunday school; numbers in

Nursery Junior Department

Cradle Roll Class Intermediate Department

Beginners' Department Young People's Department....

Primary Department Adult Department

Make notes regarding the lot as follows:

Dimensions of lot.....

Level or otherwise.....

Relation to streets and alleys and to points of the compass

Number and nature of surrounding buildings.....

Indicate approximate amount to be expended.....

Send this outline of information to your denominational Department of Architecture asking for sketch plans which may approximate your needs.

The Plans Committee may well arrange for a study course led by the pastor or some other competent person covering the problems involved in the housing of modern church and Sunday-school work. This book has been prepared especially for this purpose. Other similar books are available. As far as possible

the officers and leaders in all departments of church work, especially the teachers in the Sunday school and the workers in the young people's organizations should be enrolled for this study. This class may well meet each evening for a week.

Confer with the Finance Committee as to whether or how far the resources of the church may make possible the meeting of all of these needs.

Take the initiative in selecting an architect.

Finance Committee

Study the financial methods adopted by other churches.

Secure literature and suggestions from your Department of Architecture.

Conduct a thorough educational campaign to inform and interest the whole community.

Prepare and submit a financial program.

Keep the church informed regarding receipts and expenditures.

Finance the project by collections and if necessary by borrowing.

Construction Committee

Bring to the general committee recommendations for the letting of all contracts.

Let contracts and see to their fulfilment.

Supervise in a general way the construction of the building.

Have *one member* submit all instructions in writing to the architect or builder.

Submit to the Finance Committee all bills and accounts as they fall due.

Equipment Committee

Cooperate with Plans Committee in determining nature of equipment throughout.

Submit complete statement of equipment needed together with estimates of cost.

On order of the general committee secure all needed equipment.

OUTLINE FOR STUDY

The building committee

Should be large

Should be representative

Should be organized

1. With officers
2. With executive committee
3. With sub-committees
 - (1) Plans committee
 - (2) Finance committee
 - (3) Construction committee
 - (4) Equipment committee

FOR DISCUSSION

What number of members should compose the building committee?

Tell of various representatives needed on the building committee.

What if this committee should seem to be too large to attend to details?

Name the suggested sub-committees of the building committee and discuss the duties of each.

IV.

HOW TO SELECT THE ARCHITECT

The community which undertakes to build a modern church house faces a difficult task. In the nature of the case the church has usually had little or no experience by which it may be guided. This particular church probably never erected a similar building before.

The modern Sunday-school house is in more senses than one a work of art. The graded and departmental Sunday school calls for a specially adapted building and is at a great disadvantage without such a building. The advance of Sunday-school ideals, especially as regards organization and management, has been so rapid and changes have been so radical in plans for building and equipment, that conceivably a building committee may be unaware of modern developments and uninformed as regards the present trend in Sunday-school thought.

Mistakes May Be Irreparable.—The task which the community faces in the erection of a new building is the more serious because mistakes are all but irreparable. The people will probably so far exhaust themselves in the effort to build that they will not be able to build again or to make extensive changes for many years. In the nature of the case the house to be erected has little market value and cannot be sold except at a heavy sacrifice. The building, which all too often is hastily planned or planned without intelligent effort to meet modern needs, will likely be used for at least a generation.

You Will Need an Architect.—Many well-meaning people indulge the fancy that they can plan the Sunday-school building. Have they not personally examined many modern buildings? Have they not read what Sunday-school specialists have said on these lines? These good people too often make the mistake of devising their own plans and then choosing an architect whom

they expect to act as draftsman, developing the ideals and plans which have already been devised. This is nearly always a perilous course. The architect should be confidential adviser and professional guide in every step from the beginning. He will be able to see and to suggest many things which could never occur to those without special training. "He who is his own lawyer has a fool for a client." This saying has become current; it has in it suggestive truth. What of the man who seeks to be his own architect?

When we are sick we need a physician and we want a physician to whose hands we can implicitly intrust our case; when we have litigation we need a lawyer and we want a lawyer who will care fully for our interests in court; when we are to erect a church house we need an architect, one who has made a special study of church architecture and has had special experience in this type of building. Occasionally pastors indulge the feeling that they can, unaided, draw the needed plans. Even these men, as a rule, will gladly avail themselves of the wisdom and guidance of the trained architect. Without such guidance there is usually an element of peril.

Select Your Architect With Care.—Few building committees realize in advance how much depends on the wisdom and ability of the architect. In this connection we offer the following suggestions:

The architect should be familiar with modern church ministries, especially with the organization and management of the departmental Sunday school. The designing of modern church buildings requires more than mere architectural skill. The modern church building reflects modern church and Sunday-school life. The architect who successfully designs modern church buildings must know modern church and Sunday-school life. It would be easy to tell of efforts on the part of skilled architects who are unfamiliar with modern Sunday-school work which would be ludicrous if they were not lamentable.

The architect must be "sympathetic."

"To best meet the needs of the Episcopal Church of to-day, the architect must be familiar with the service and thoroughly in sympathy with it, as well as with its architectural expression." —F. E. Kidder, in "Churches and Chapels."

A great and manifestly just principle is set forth in the above paragraph. The architect who is called to design a great Episcopal Church must for the time being assume the attitude of a devout and intelligent Episcopalian. It is equally true that in order to meet the needs of the less formal, non-ritual, evangelistic denomination, the architect "must be familiar with its service and thoroughly in sympathy with it, as well as with its architectural expression." We could wish that this principle might be somehow emphasized. Certainly a mere statement of it will suffice for thoughtful men.

The architect should possess creative genius. Dr. Von Ogden Vogt discusses this imperative necessity at length in his discriminating work, "Art and Religion." We venture to quote: "Great architecture requires originality or genius, as does any other great production. It also requires scholarship. It is just as unfortunate for architects who are not scholarly to be planning buildings as it is for men to lecture upon philosophy without knowing Plato, Plotinus, Descartes and the other great contributors to the stream of philosophic learning. It is just as necessary for the architect to know how the Greeks built and why, and how the monks built and why, as for the preacher to be familiar with Isaiah and Paul and Luther."

Free Competitions Are Rarely Fruitful.—Building committees have sometimes resorted to the method of asking various architects to submit plans and designs in competition with a view to select from those submitted. It will be worth while in this connection to ponder the words of Mr. Sydney R. Badgley, a thoughtful man who has won the right to be heard on this and similar questions:

"Architects should be selected just as men in other professions are selected, namely, on the basis of their professional merit and integrity of character. How many doctors, dentists, lawyers, or artists would enter a 'free' competition, and submit

a prescription, set of teeth, brief, or portrait, to be judged by a committee of non-professionals, and returned with or without a 'thank you,' if their work did not please? What class of men in these professions would enter such a race? Would their services be desirable?"

The best architects are to be had on the same terms as the best men in other professions, hence a resolution to select an architect by free competition is likely to be a resolve to use inferior talent. Architects who serve their clients best have no time to devote to free competitions.

How to Use the Services of the Architect.—Supposing that a given community wishes to avail itself of the services of an architect who has specialized in church and Sunday-school buildings, this may be done in one of three ways.

(1) Full architectural service. The architect in question may be employed to advise the committee, to make all plans and specifications, to supervise all contracts and to superintend construction. This, of course, is the most satisfactory method where all conditions permit. For this service the architect usually expects a commission equal to five or six per cent of the cost of the building.

(2) Plans and specifications without supervision. The architect may be employed to give expert advice, to prepare all plans and specifications, to guide in making necessary contracts, while other arrangements are made for superintending the erection of the building. In this case the commission usually asked is three or three and a half per cent of the cost of the building.

(3) As consulting architect. The committee may wish as far as possible to use some local architect and yet may wish in cooperation with this talent to avail itself of the skill and experience of a widely-trained church architect. In this case the special man may be employed as consulting architect. He will then help to draw the plans and freely consult with the local authorities in the interpretation and execution of the same. The architect chosen by the committee may, for his own protection and in order to secure the best results, wish to employ as consulting architect some specialist in church plans. Physicians

in certain critical cases ask that other physicians be called in consultation. In these last mentioned cases special arrangements must, of course, be made as regards compensation.

The Time Element.—Haste in a building enterprise is always perilous. There are three distinct steps which must precede actual building operations.

(1) Finding a solution for the problem. The architect must make preliminary drawings in the effort to bring the building committee to agreement as regards the design and the interior arrangements. This is often a difficult and necessarily prolonged process. The architect may at first incorporate the suggestions of various members and thus produce a design which is quite beyond the financial ability of the church. Then new sketches must be made until an acceptable and practicable plan has been developed. It is just here that the Architectural Bureaus maintained by the various denominations render their best service. In any case, there is the finding of a solution for the problem, the developing of a design which will meet the needs of the community, which comes within necessary financial limitations, and on which the church can be brought to agreement. The first step may require only a few weeks or it may require many months. Undue haste here may imperil the success of the building and it may affect adversely the campaign for needed funds.

(2) Making plans and specifications with working drawings. The architect in his offices will practically construct on paper the whole building. This process must not be hurried. He probably has other work on hand and hence cannot reasonably be expected to put his whole force on any one job. Under ordinary conditions two or three months should be allowed for the making of the plans and specifications. Longer time may, of course, be required in the case of very large buildings.

(3) Receiving bids. When the plans and specifications have been completed the next step usually taken is to receive bids from contractors. With a church of any considerable size, the contractors must be allowed due time, since they face a difficult

and often hazardous undertaking. A minimum of three to five weeks should be allowed and in the case of very large churches a longer time may be necessary.

OUTLINE FOR STUDY

A difficult task

Mistakes may be irreparable

You will need an architect

Select your architect with care

1. Should be familiar with modern church ministries
2. Must be "sympathetic"
3. Should possess creative genius

Free competitions are rarely fruitful

How to use the services of the architect

1. Full architectural service
2. Plans and specifications without supervision
3. As consulting architect

The time element

1. Finding a solution of the problem
2. Making plans and specifications with working drawings
3. Receiving bids

FOR DISCUSSION

Why is the selection of the architect an important step?

Is an architect really needed in the planning of a church building?

Make suggestions for using the services of the architect.

Indicate the steps required in the architect's service and discuss the time required for each step.

V

HOW TO FINANCE THE NEW BUILDING

The problems involved in raising funds and providing funds for our great modern building enterprises are very great. Conditions vary widely and we can undertake to offer only some rather general suggestions.

We venture first some general observations.

Wisdom in planning is essential to ease in financing.—It goes without saying that wise planning and wise financing are the two essentials to success in the building enterprise. Blunders in the planning of a building make burdens in the financing of it. An economical building plan which wastes no money, an adequate and satisfactory plan which fairly meets the recognized needs of the church will constitute an excellent contribution to the financing of the building. We know of a building which, as the construction progressed, plainly consumed needless money into the thousands of dollars. When this fact was apparent the people became depressed and great difficulty was experienced in meeting the financial obligations. We know of a building which was hastily planned without reference to the needs of the departmental Sunday school, and when this fact became known the sense of disappointment was so keen that the financial obligations became all but intolerable. Building committees will do well to lay it to heart, especially if they contemplate incurring serious indebtedness, that a sane building plan which will meet all reasonable tests is the best guarantee that the people will cheerfully bear the financial burden.

The credit of the churches is growing increasingly better.—This fact may well hearten church communities which plan to build and which face grave problems in the matter of financing the new building. Loans, especially large loans, to churches have not always been viewed with favor by bankers and other

money lenders. A distinct change in attitude toward churches has been observed in the past ten and twenty years. A building committee in a certain city wished to borrow \$100,000 for a period of years. It was decided to ask three banks to loan this amount in three equal divisions. The committee visited the three banks agreed upon and was pleased and somewhat surprised at the readiness with which the loans were granted. The committee mentioned its gratification to one of the bank presidents, and he spoke somewhat as follows: "Gentlemen, your church has done business in our city for more than fifty years and has never defaulted on a debt. We know well that your church will pay the debt on this building. Any conditions which would deprive you of ability to meet your obligations would first drive this whole city into bankruptcy." The banker then went on to say that churches with a history and standing were among the most stable of institutions whose credit must always rank high. It would be easy to cite many other instances where churches have been agreeably surprised to find themselves able to borrow large sums.

As a means of providing funds for new buildings, churches may issue bonds.—These can be arranged to mature through a series of years and they can thus be absorbed by the regular contributions of the people. Usually the members are willing to show their faith by subscribing for these bonds and frequently insurance companies and foreign corporations can be induced to take the bonds. The First Baptist Church, Owensboro, Kentucky, financed its new building by issuing such bonds. We will let the pastor, Rev. W. C. Boone, tell of the methods pursued:

"Our plan of bonding our property was about as follows: We divided the issue about equally into first and second mortgage bonds, as it is hard to get more than half the value of real estate on a first mortgage. We had the church adopt a mortgage on the whole property. Then we had bonds issued as stated, in two classes. The second mortgage bonds were sold to members and friends of the church. We used the first mortgage bonds as collateral, borrowing on them from local banks. In each case the bonds were issued by the trust company (which acted as

our trustee) only as they were needed. They are "On or before twelve-year" bonds, paying 6 per cent interest semi-annually, and bearing coupons like Liberty Bonds.

"As to retiring the bonds, we have a subscription for our building fund, covering a term of years, which is large enough to take care of the interest payments, and also liquidate the bonds before they run out. In our own church we have a three-fold subscription, a single budget divided on a percentage basis as follows: 75 Million Campaign, forty-six per cent; Current Expenses, twenty-five per cent; and Building Fund, twenty-nine per cent. All money paid into the treasury, unless otherwise designated, is divided on this basis."

We offer now some miscellaneous hints.

If pledges must be made running into the future, it is usually better to ask for three-year pledges rather than for five-year pledges. If the entire indebtedness cannot be removed by the close of the three-year period, a new campaign seeking new subscriptions can then be conducted. Many churches prefer to ask one year pledges and thus make a new campaign each year.

Pledges payable at frequent intervals, weekly or monthly or quarterly, are more easily met by many people than pledges payable annually.

Some churches ask for pledges in the form of notes, either with or without interest, with the understanding that these notes will be placed with the banks as collateral for necessary loans. Some churches have asked all who would to sign the notes and have permitted others to sign pledges which would not be considered legally binding, thus having two types of subscriptions.

Some churches have found it advisable to state in connection with the printed pledge that the obligation will cease to bind in case of death or removal from the community. It is perhaps better to omit such statement from the printed pledge and let it be written in when the contributor especially insists upon it.

Subscriptions are sometimes made on condition that a given sum is subscribed, or on condition that a given amount is expended on the building.

We propose as being possibly suggestive, some plans which have, under test, been found practicable.

The Building and Loan Plan

A pastor in Knoxville, Tennessee, some years ago lifted a heavy debt on an unfinished building in the following manner: Circles of eleven members each were organized to take out and carry Building and Loan Stock as an investment for the church. Ten members were to pay monthly assessments, while the eleventh was, for his part, to collect and make payments for the stock. If one member of the circle died or moved away, the circle was to fill his place by finding some other to take it.

It was really astonishing to see how easily and rapidly the fund grew. It was only a short time until the stock was withdrawn, and a substantial payment was made on the church debt. The building was finished and it still stands as a monument to the heroic sacrifices of that noble band. Some of the older members who helped to carry that Building and Loan stock are still in the church, and they look back on those anxious days with supreme satisfaction. Dr. O. L. Hailey, who, as a young pastor, proposed the idea, still believes that in many situations the plan has great possibilities.

A Plan Successfully Used in Paducah, Kentucky

Some years ago Dr. S. E. Tull raised large sums for the erection of the First Baptist Church, Paducah, Kentucky, by a system of regular free-will offerings. At certain intervals, perhaps once a month, the people were asked to come forward in the Sunday morning service and lay their offerings, silver, gold, paper money and checks, on the table. The author was present on one such occasion and can bear witness to the solemnity and great effectiveness of this method.

Plan Used in Bowling Green, Kentucky

Some years ago a simple but effective plan was devised for the First Baptist Church, Bowling Green, Kentucky.

Two cards, such as the accompanying, were prepared in duplicate, one for the contributor and the other for the treasurer. As payments were made monthly, according to this card, the two cards were put together and, by a special punch, the date on

each card was punched out. In this way an indelible entry was made for both the contributor and the treasurer and each retained his own card as a receipt.

	No. 1, Due July 5, 1915	No. 2, Due Aug. 5, 1915	No. 3, Due Sept. 5, 1915	No. 4, Due Oct. 5, 1915	No. 5, Due Nov. 5, 1915	No. 6, Due Dec. 5, 1915
No. 7, Due Jan. 5, 1916	<p style="text-align: center;"><i>In consideration of the contributions of others, I (Signature) -----</i></p> <p style="text-align: center;"><i>Date ----- hereby agree to give to the Building Fund of the First Baptist Church of Bowling Green, Ky., thirty monthly installments of</i></p> <p style="text-align: center;"><i>----- \$----- each, as per attached dated coupons. Payments are receipted when punch- marked by the Treasurer of the Church.</i></p>					No. 8, Due Feb. 5, 1916
No. 9, Due Mar. 5, 1916						No. 10, Due Apr. 5, 1916
No. 11, Due May 5, 1916						No. 12, Due June 5, 1916
No. 13, Due July 5, 1916						No. 14, Due Aug. 5, 1916
No. 15, Due Sept. 5, 1916						No. 16, Due Oct. 5, 1916
No. 17, Due Nov. 5, 1916	No. 18, Due Dec. 5, 1916	No. 19, Due Jan. 5, 1917	No. 20, Due Feb. 5, 1917	No. 21, Due Mar. 5, 1917	No. 22, Due Apr. 5, 1917	No. 23, Due May 5, 1917
No. 24, Due June 5, 1917	No. 25, Due July 5, 1917	No. 26, Due Aug. 5, 1917	No. 27, Due Sept. 5, 1917	No. 28, Due Oct. 5, 1917	No. 29, Due Nov. 5, 1917	No. 30, Due Dec. 5, 1917

The plan provides the simplest and surest sort of bookkeeping, as the treasurer files his cards in alphabetical order. But, as is suggested by Dr. Leonard W. Doolan who originated and first used the plan, the great advantage is that it brings in the largest amount in the easiest way, namely, by comparatively small amounts paid regularly through a lengthened period of time. For example, young men and young business women who would not have subscribed a lump sum of \$30 gladly agreed to give \$1 per month for the thirty months.

This plan is especially effective in a round-up campaign to follow the giving of larger lump sums. When the people have made their main offering to the building fund, they may be willing to make added subscriptions running through the months to cover a debt or to defray the expense of furnishing.

A Very Practical Proposal

A pastor felt keenly the need of a new building. The resources of the congregation were exceedingly meager. It did not seem possible to build in the usual way. The pastor challenged his men to join him in excavating for the foundation, suggesting that they go out on a program of faith and heroic self-sacrifice. While the excavating was being done, the pastor managed to secure material for the foundation. Men who could give time during the day came and gave their service; other men who had regular hours for employment came and gave two or more hours at night.

Thus, step by step, the building went up, the people giving as they were able and the pastor soliciting from friends of the congregation, while the men, cheered and encouraged by the women, freely gave of their labor. Neighbors and onlookers who had been indifferent and even critical came to offer sympathy and help, and thus the building continued to grow. At last an attractive building was occupied by the Grace Baptist Church, and the pastor, Rev. C. D. Creasman, was permitted to see the fruits of his heroic faith. In some such manner many worthy buildings have been erected.

A Simple but Effective Device

The author once used the following simple device in securing funds for a needed educational building. We required \$6000 for our purpose. We formed on a blackboard a large block presenting one hundred twenty squares as is shown on next page. Each square was to represent \$50, thus making the \$6000.

We asked men and women to take as many squares as possible. A generous brother led off by taking thirty squares, representing a subscription of \$1500. Others accepted varying numbers of squares. In a few instances two or more young people joined together in taking one square. The blackboard, which was kept before the congregation, showed from time to time just how our venture stood. At last all the squares were filled and the congregation rejoiced over the accomplishment of the task.

WE NEED \$6000. EACH SQUARE REPRESENTS \$50.

HOW MANY WILL YOU TAKE?

A blank sheet of graph paper with a grid pattern. The grid consists of 10 columns and 10 rows of squares. The paper has a light beige or cream color. There are no markings, text, or drawings on the grid.

WE OFFER SOME SUGGESTIVE SUBSCRIPTION BLANKS.

Subscriptions should, of course, be written and should be carefully preserved. No particular wording is required to make a subscription legal. We give as follows a variety of suggestive forms:

Address

Date _____

I hereby subscribe \$.....for the erection of a new church building for the.....Church. One-third of the above amount is to be paid on the call of the treasurer of the building fund; one-third when the corner stone is laid; and one-third when the building is closed in.

(Signed)

Address

I promise to pay for the erection of a new building for
the.....Church.

Date

\$.....

This sum shall be payable in.....monthly pay-
ments of \$.....each, beginning when the con-
tract is awarded or the work begun.

(Signed)

Address

Date

OUTLINE FOR STUDY

Some general observations

Wisdom in planning is essential to ease in financing

The credit of the churches is growing increasingly better

As a means for providing funds for new buildings, churches
may issue bonds

Some miscellaneous hints

Plans for securing funds

The building and loan fund

A plan used in Paducah, Kentucky

Plan used in Bowling Green

A very practical proposal

A simple but effective device

Suggested subscription blanks

FOR DISCUSSION

Discuss the credit of churches in its bearing on building cam-
paigns.

What is meant by the statement that blunders in the planning
of a building make burdens in the financing of it?

Show how a building may be financed by the issuance and
sale of bonds.

Offer suggestions as regards pledges to the building fund.

Present at least two of the proposed plans for financing the
church building.

PART TWO—PLANNING THE BUILDING

- VI. How to Plan the Auditorium
- VII. How to Plan for the Sunday School
- VIII. How to Plan for the Departments
- IX. How to Plan for the Classes
- X. How to Plan for Fellowship and Social Ministries
- XI. How to Plan Administration Offices
- XII. How to Test Your Plan

VI.

HOW TO PLAN THE AUDITORIUM

The auditorium, providing for worship and the preaching of the Word, must always be the central feature of the church building. Happily we have here a well-established body of tradition and practice to guide us, and hence we may content ourselves with the offering of some more or less obvious suggestions.

Proper proportions.—A hint as to proper proportions may be gained by the carrying power of the human voice. The voice carries proportionately about as follows: directly in front of the speaker, ninety feet; directly at one side, fifty feet; directly behind, thirty feet (Kramer). Thus if the carrying power of the voice alone is taken into consideration, the ideal auditorium would be proportioned about as follows: depth, ninety feet; width, one hundred feet. But the power of the speaker's eye and other considerations would favor a greater relative depth. Mr. Geo. E. Merrill* suggests that "a room oblong in plan, with the pulpit at one end, gives at once a form within which the sense of a worshipful atmosphere is most easily produced and in which the maximum number of individuals can see and hear." The buildings presented in these pages offer carefully devised auditoriums whose dimensions seem proper for evangelical churches.

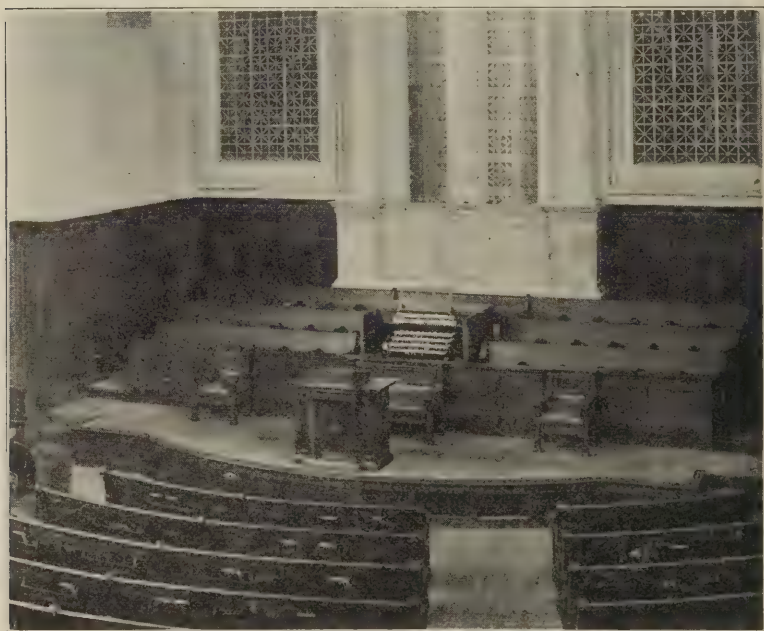
Vestibules sufficient in number and ample in size should be provided.—Such vestibules are worth far more than their cost. They lend an air of welcome; they provide waiting rooms for people who arrive during prayer or such other parts of the service as may delay the incoming congregation; they encourage sociability; they enable the audience to pass out quickly when

*"Planning Church Buildings."

the service is over. When the size of the building will justify, a vestibule extending entirely across the front of the audience room is desirable.

Stairways.—The thoughtful architect will give careful attention to the exits and entrances, and especially to the stairways, with a view to facilitate the movement of the people and to avoid all possible congestion. Stairs should be not less than four feet wide for the use of fifty people and eighteen inches should be added to the width for every one hundred people. Six-inch risers with twelve-inch treads are generally favored for stairways in churches.

Doors.—In many states the law requires that outside doors shall swing out. The reason for this is that in case of fire or any sudden panic, the people may not be trapped by the doors.

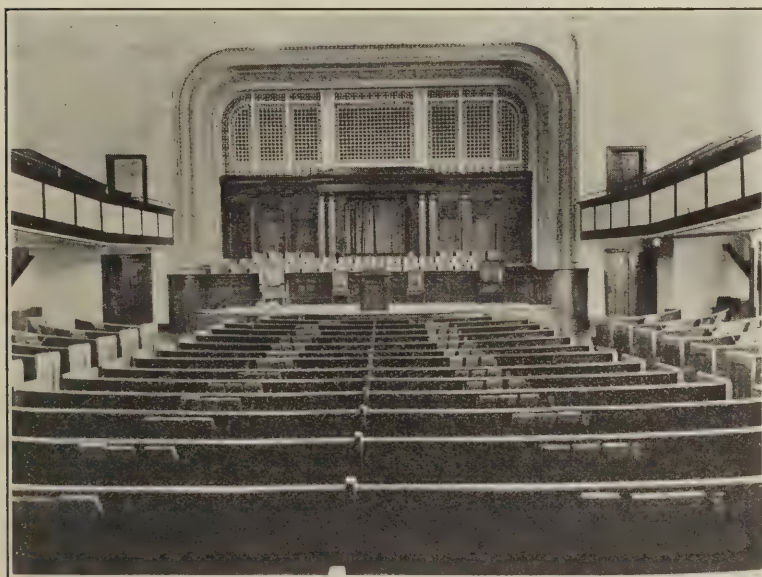


Dougherty and Gardner, Architects.

PULPIT AND CHOIR PLATFORM, THE FIRST BAPTIST CHURCH,
KNOXVILLE, TENNESSEE

The pulpit platform.—If the floor is bowled or inclined, the platform may well be the same height as the floor at the rear of

the building. In an auditorium forty by fifty feet, eighteen inches is a suitable height; in an auditorium sixty by seventy feet, the platform may be thirty inches high. A high platform renders the front seats undesirable, and a tier of vacant seats around the pulpit is difficult both for the preacher and for the choir. The platform should, of course, be higher when the floor is level than when the floor is inclined. It should be at least six and a half feet deep and twelve feet across; a depth of seven or eight feet is desirable. In small churches, sittings should be provided for at least six people, and in larger buildings correspondingly larger platform space should be provided.



The R. H. Hunt Company, Architects.

PULPIT AND CHOIR PLATFORM, THE FIRST BAPTIST CHURCH,
MUSKOGEE, OKLAHOMA

An entrance to the platform should be provided from the side or rear so that neither the pastor nor the choir will have to come into the auditorium and climb the steps in the presence of the audience.

A secondary platform somewhat lower than the main rostrum may well be provided. Many pastors are demanding such a platform to which they may descend for the reception of members, for the administration of the Lord's Supper and for similar services. Illustration of what is here meant may be seen in drawings presented on pages 108 and 157.

Provision should be made for a choir in proportion to the numbers to be accommodated in the auditorium. Such provision is needed for special revival meetings, even if it is not required every Sunday. Dr. Von Ogden Vogt* says a timely word regarding church music as follows:

"A so-called chorus choir, even a small one, is far better than a quartet. The quartet may produce superior music; it is usually inferior in devotional feeling. The chorus is less professional and more worshipful, both in appearance and style of singing. Altogether too much church music, especially as produced by the quartet, somehow has the aspect of concert numbers. Music in the service should rather give the impression of an indispensable and closely-woven part of the service as a whole. No music in a service of worship should ever impress one as a program number."

Good acoustic properties are of prime importance.—If the speaker experiences difficulty in speaking, or the singer in singing, or if the hearer finds difficulty in hearing, a chief end of the building is defeated. Happily modern architecture has measurably mastered the once baffling question of acoustics. And yet even in our day mysterious difficulties and grievous disappointments are not uncommon. One eminent divine thus strongly puts it: "Acoustics is so important that I would place it before every other merit; before light, or ventilation, or comfortable seats, or beauty, or any virtue. Give us churches in which the human voice can be heard with pleasure and profit." Cement and steel lath construction are both likely to introduce acoustical difficulties and should be handled with care. The steel lath which has recently come to be so much used may act as a drum head and may cause serious acoustical troubles. There are

*"Art and Religion," page 176.

types of structures and methods of treatment well known to experienced architects which furnish reasonable security as there are well-tested means for remedying acoustical defects.

Acousticons may be provided.—Every auditorium, whether large or small, should be provided with an apparatus for the convenience of partially deaf people. This consists of an electric apparatus with receiver at the pulpit stand and ear pieces at various points in the auditorium so that the deaf need not be congregated at any one point. All that is required to use these instruments is for the person to apply the ear piece to his ear and the speaker may be heard satisfactorily.

The lighting of the building is an important feature.—The ideal is a soft sufficient light. Undue brightness and funereal gloom are to be alike avoided. Electric light by the indirect method is most desirable. In the matter of first cost and of current consumed, this method is somewhat expensive. The increased expense is more than justified by the restfulness and the satisfaction produced by this method of lighting. Second to the indirect method is the semi-indirect method in which the lamps are all concealed behind glass of a diffusing character.

Ventilation is a vital factor in the worship service.—Besides the usual window ventilation there should be an opening in the ceiling of the auditorium with a convenient device for opening and closing and connected with the outside to permit the escape of hot air which collects in the upper part of the building. The attic space should also be ventilated through the apex of the room, and also at the eaves, to promote a circulation of air.

The systems of artificial ventilation and of artificial cooling generally call for the closing of windows and doors. For this reason they have met with only partial success. In the southern sections of our country there is probably no substitute for the direct window ventilation.

Balconies constitute a desirable feature in all larger buildings.—Any audience room seating three hundred persons will usually have sufficient height of ceiling to admit of a balcony across the back of the room, and the room which provides for the seating of four hundred people will usually admit of a

balcony around three sides. Spacious balconies will increase the seating capacity by one-third to two-thirds. Naturally the balcony will be unused on ordinary occasions as the congregation will fill in below. Neither the people nor the preacher feel any special depression because the balcony is not occupied, such as they feel if a large space on the main floor is not occupied. High balconies tend toward formality and are to be avoided in evangelical churches. The balconies should therefore be as low as the general design and the comfort of those who must sit beneath will permit. Where balconies are constructed on three sides of an auditorium, it is better that they should offer continuous and unobstructed space than that they should be divided into three distinct sections. Illustrations of excellent balconies may be found throughout these pages.

Seating for the auditorium.—For the church auditorium, pews are generally preferred. When properly built they are very comfortable. They are economical in that children and adults occupy only so much space as may be needed. Churches which are able to do so have long been accustomed to provide cushions for the pews, thus greatly adding to their comfort.

Opera chairs have for a long time divided honors with the traditional pew. They have by recent improvements been rendered noiseless and more durable than they formerly were. The chair has arm-rests and thus insures against crowding. Unless all of the chairs are of good size, exceptionally large persons may be embarrassed and may be thus kept away from the services. Opera chairs are frequently used in galleries even where pews are used on the main floor.

It is commonly supposed that six square feet per person is a sufficient allowance for seating. It is really necessary to figure seven or eight square feet in the ordinary church auditorium if exact seating capacity is desired; seven square feet, if straight pews are used, assuming that the platform, aisles and all spare space are included in the estimate of floor space. In department rooms and generally in small rectangular rooms with little lost space, six or seven square feet per person is a reasonable allowance.

A given building will seat more people with straight seating than with curved seating. Mr. Kidder estimates that a room, which with straight seats will accommodate seven hundred people, will offer only six hundred seatings when curved seats are used.

The exact seating capacity of a given room can be determined only by drawing the seats to a scale on the plan, allowing for each sitting eighteen inches with pews and twenty inches with chairs. Since seating capacity is so commonly over-estimated, it may seem desirable to ask the architect to test in this way the seating capacity of the various rooms in any proposed building. Estimates of seating capacity throughout this book are dependable.

Aisles.—No “blind aisles.” These are aisles which open for a given distance and then are closed by longer pews. No wide central aisle directly in front of the speaker should be permitted. “The center aisle leading to the pulpit violates every principle of the psychology of public speaking.” Aisles should be spaced from ten to eighteen feet apart, according to the arrangement of the room. For reasons which must readily appear, pews should not in any event be more than sixteen or eighteen feet long. Main aisles should be four to five feet wide, while secondary aisles may be two or three feet wide.

The suggestions made herewith for securing enlarged space for special occasions find illustration in the auditorium of the First Baptist Church, Owensboro, Kentucky, shown on next page. At the rear under the balcony are rooms which open into the auditorium and supplement its capacity.

Securing enlarged space for special occasions.—There is a very natural desire on the part of building committees to secure the very largest possible seating capacity for unusual occasions. The desire for such maximum space is readily appreciated and yet the effort to secure a room which will expand on occasions has spoiled many auditoriums and has greatly reduced their every-Sunday usefulness. Exceptional attendance may be cared for without sacrificing the beauty and dignity of the auditorium as follows:

(1) Extra chairs may be drawn from adjoining rooms for use in the aisles and other available space. In this way the normal capacity may be increased ten to fifteen per cent.

(2) Balconies may help to solve this problem. As has been already suggested, balconies will not be used ordinarily and on special occasions they may add greatly to the capacity of the auditorium.

(3) A room or rooms may open into the auditorium at the rear. This is not the most desirable arrangement, but under certain conditions it may be permissible. See plans on pages 148 and 152.



The R. H. Hunt Company, Architects.

MAIN AUDITORIUM, THE FIRST BAPTIST CHURCH, OWENSBORO,
KENTUCKY

Swinging back to normalcy.—About fifty years ago the Sunday school began to force certain readjustments and compromises in the church auditoriums. The church auditorium came to be very generally dealt with in a fast and loose fashion in the effort to make some provision in an adjoining room for the

Sunday school, and at the same time provide enlarged seating space for special occasions. The experiment was not a success practically and was a blunder from the artistic standpoint. One great wall of the auditorium was frequently removed and an immense, impossible sliding partition was provided; the pulpit platform was moved from its normal and traditional place into one corner. We let Dr. Von Ogden Vogt describe the result:

"By some terrible invasion of a desire for a practical building, a combination building, there appeared in this style the device of a square church, having the pulpit in one corner so that the opening of great folding doors could combine a Sunday-school hall with the church auditorium. No invention was ever more frightful. No artist would dream of focusing attention to the corner of a square room. Sitting askew of the cardinal points puts a slant into your very morals. And the circular pews make one feel as though he were in a clinical laboratory. The prominence of organ pipes on one side and the dreary, barren waste of folding doors on the other constitute a composition in disharmony and impropriety almost positively demoralizing. The buildings of this style stand on one side of a deep and wide gulf from anything that could remotely be connected with the world of fine arts."

Happily the pendulum is swinging back; the tendency now is to make the auditorium complete in itself. Surely the ends which it must serve justify the necessary expense. Any effort to enlarge the seating capacity of the auditorium by opening adjoining space involves compromises which should not be lightly made. Such compromises may be more permissible in the case of smaller buildings and we show in chapter XVII some buildings in which class rooms open into the auditorium. Considerations of economy may sometimes justify this combination arrangement even in larger buildings, but churches which are able to bear the expense will in increasing numbers demand the orthodox auditoriums which are complete in themselves.

OUTLINE FOR STUDY

Proper proportions
Vestibules sufficient in number, etc.
Stairways
Doors
The pulpit platform
Good acoustic properties
Acousticons may be provided
The lighting
Ventilation
Balconies
Seating
Securing enlarged seating space

FOR DISCUSSION

Discuss the proportions which are suitable for the church auditorium.

How wide should stairs be to accommodate two hundred fifty people?

Discuss the height of the pulpit platform.

What of the advisability of balconies?

Tell how to estimate seating capacity.

Show how enlarged space may be secured for special occasions.

VII.

HOW TO PLAN FOR THE SUNDAY SCHOOL

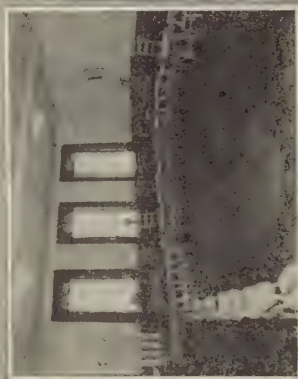
The housing which the Sunday school needs is such as fits its organization and thus makes possible its growth and efficiency. Thus the housing should reflect the organization. The best statement of the housing needs of the Sunday school will therefore be a statement of the organization through which the Sunday school will most usefully function. The building committee, the architect, and, indeed, all others concerned in the planning of the Sunday-school building should know the lines along which the Sunday school is organized and should have a clear and sympathetic knowledge of each of the groups into which the Sunday school is divided.

Departments in the Sunday School. The Sunday school is now conducted departmentally. It is divided into groups or departments and each department is conducted as a miniature school. Each department has its own quarters, has its own staff of officers, conducts its own program, and keeps its own records. Each department seeks to minister to the special needs of its own constituency. And this leads us to say that this departmentization of the Sunday school has grown out of the evident necessity to minister intelligently to the various life groups. The need of the pupil must be the law of the school. Little tots of tender years cannot get what is due them out of a promiscuous program of instruction and worship conducted largely with a view to meet the needs of their parents and grandparents. Boys and girls need programs of instruction and worship especially adapted to meet the peculiar needs of their growing lives. The capacity and the needs of each of the distinct life groups should be especially considered. In this fact lies the basis for the various departmental groups into which we divide the Sunday school and for which we seek to provide in the building.

PRIMARY



BEGINNERS

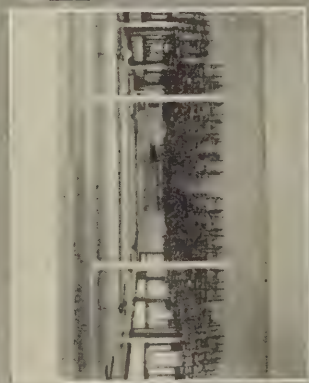


DEPARTMENT ASSEMBLY ROOMS

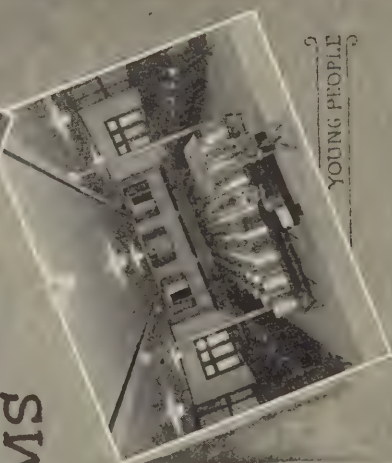
INTERMEDIATE



ADULT



YOUNG PEOPLE



JUNIOR



The departments into which the Sunday school has long been divided are as follows:

Beginners, ages 4 and 5 years.

Primaries, ages 6, 7 and 8 years.

Juniors, ages 9-12 years.

Intermediates, ages 13-16 years.

Young People, ages 17-24 years.

Adults, ages 25 years and up.

These departmental groups, as will be readily seen, follow closely the life divisions long recognized by psychologists, which are as follows:

Early childhood, ages 4 and 5.

Later childhood, ages, 6, 7, and 8.

Boyhood and girlhood, 9-12.

Early adolescence, 13-16.

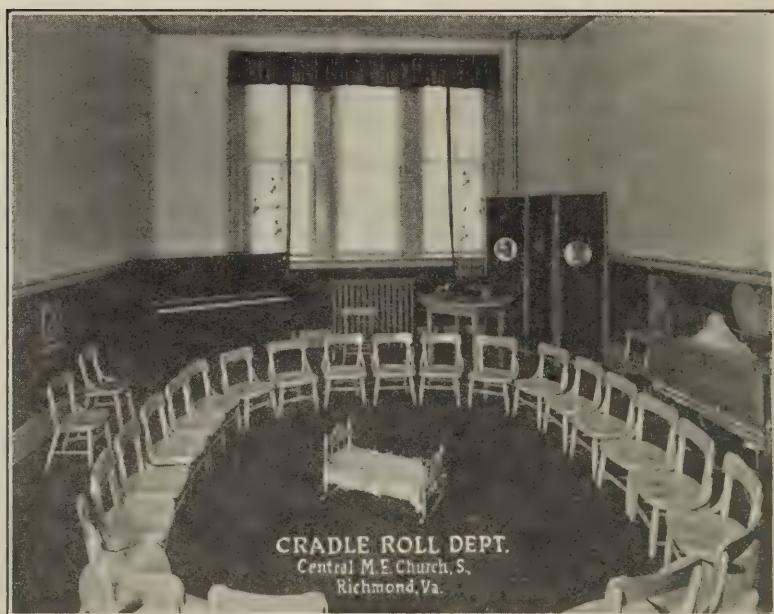
Later adolescence, 17-24.

Manhood, 25 and up.



Stanley Hall in "Adolescence," Thorndike in "Educational Psychology," Tracy in "The Psychology of Adolescence," and psychologists in general have followed and advocated this grouping. Southern Baptists, along with various other denominations, advocate these departmental lines. If other departmental subdivisions seem desirable it will be an easy matter to adapt the proposals which we offer in these pages. The need under certain conditions for closer grouping is recognized, and such closer grouping when it is justified by the numbers in the school may be provided for by such subdivision of the departments as is suggested on page 55.

Besides these six departments, it is customary to provide (1) a mothers' room (2) a nursery for babies one and two years of age (3) a Cradle Roll classroom for children three years of age.



Classes in the Departments. The Sunday school is first divided into departments. These departments in turn are subdivided into classes. The department furnishes the proper basis for programs of instruction and worship and for general man-

agement. The classes likewise make possible teaching and individual oversight.

(1) Up through the Intermediate Department the classes are formed on the basis of age. These classes are small in number, comprising generally seven to twelve pupils.

(2) In the Young People's and Adult Departments classes are formed on the basis of congeniality. These classes naturally vary in numbers from small to very large. Schools numbering four hundred to six hundred are large enough to have departments with complete grading, viz., a class for each age and sex, and should be organized somewhat as follows:

Beginners' Department

1. Class—Boys and Girls.....age 4
2. Class—Boys and Girls.....age 4
3. Class—Boys and Girls.....age 5
4. Class—Boys and Girls.....age 5

Primary Department

1. Class—Boysage 6
2. Class—Girlsage 6
3. Class—Boysage 7
4. Class—Girlsage 7
5. Class—Boysage 8
6. Class—Girlsage 8

Junior Department

1. Class—Boysage 9
2. Class—Girlsage 9
3. Class—Boysage 10
4. Class—Girlsage 10
5. Class—Boysage 11
6. Class—Girlsage 11
7. Class—Boysage 12
8. Class—Girlsage 12

Intermediate Department

1. Class—Boysage 13
2. Class—Girlsage 13
3. Class—Boysage 14
4. Class—Girlsage 14
5. Class—Boysage 15
6. Class—Girlsage 15

7. Class—Boysage 16
8. Class—Girlsage 16

Young People's Department

1. Class—Young Menages 17-20
2. Class—Young Womenages 17-20
3. Class—Young Menages 21-24
4. Class—Young Womenages 21-24

Adult Department

1. Class—Menages 25-35
2. Class—Womenages 25-35
3. Class—Menages 35 up
4. Class—Womenages 35 up

Church plans which illustrate the housing needed for a school with the organization outlined above may be found on pages 148 and 157.



Larger Sunday schools numbering upward of six hundred will, of course, increase the number of classes in each department.

When the numbers seem to justify, the departments themselves may be subdivided as follows:

- Beginners A, age 4.
- Beginners B, age 5.
- Primary A, ages 6-7½.
- Primary B, ages 7½-8.
- Junior A, ages 9 and 10.
- Junior B, ages 11 and 12.
- Intermediate A, ages 13 and 14.
- Intermediate B, ages 15 and 16.
- Young People, ages 17-24.
- Adults, ages 25 and up.

Church plans designed for this type of organization may be found on pages 113 and 116. If the numbers to be provided for are yet larger, each year through the Intermediate age may constitute a department in which case the organization will be somewhat as follows:

- Beginners A, age 4.
- Beginners B, age 5.
- Primary A, age 6.
- Primary B, age 7.
- Primary C, age 8.
- Junior A, age 9.
- Junior B, age 10.
- Junior C, age 11.
- Junior D, age 12.
- Intermediate A, age 13.
- Intermediate B, age 14.
- Intermediate C, age 15.
- Intermediate D, age 16.
- Young People, ages 17-24.
- Adult, ages 25 and up.

On pages 140 to 143 we show a church plan which provides for this type of organization.

General Assembly of the Sunday School. There will be occasions when it will seem desirable to assemble the whole school. In fully departmentized schools such assemblies will generally be desired only at rare intervals. The real work of instruction and the needed exercises of worship will be conducted in the departments from Sunday to Sunday. It may seem desirable to assemble the departments from the Juniors up in



the main auditorium at the close of the Sunday-school hour and pass without a benediction into the morning service. What provision should be made for such general assemblies of the Sunday school as may be needed, whether such assemblies are to be held frequently, or on rare occasions? The obvious answer is, such assemblies should be held in the church auditorium. This answer has been given by practically all churches which have erected real departmental Sunday-school buildings. We offer some reasons:

(1) It is an almost necessary measure of economy. Few churches can afford to provide adequately for the departments and at the same time provide a separate Sunday-school auditorium. Few churches can afford to build two great auditoriums, one for preaching and one for the Sunday school, and at the same time provide adequately for the departments.

(2) It is desirable to use the auditorium for Sunday-school assembly. A separate Sunday-school auditorium is not desirable.

Even if churches could afford to provide two auditoriums, a special separate Sunday-school auditorium is not desirable when the building is departmentally arranged. Such brief and occasional assemblies of the whole school as may be desired would better be held in the main auditorium of the church.

(3) Such use of the auditorium is justified by experience. The difficulties which under past conditions have been felt regarding disorder and irreverence when the Sunday school has used the main auditorium for general assembly practically disappear when the school session is conducted departmentally. In this case the departments from the Junior up come from their department rooms into the main auditorium for a brief season of worship, the main work of the school having been done in the departments.

OUTLINE FOR STUDY

The housing which the Sunday school needs is such as fits its organization

Departments in the Sunday school

1. Beginners, 4 and 5
2. Primaries, 6-8
3. Juniors, 9-12
4. Intermediates, 13-16
5. Young People, 17-24
6. Adults, 25 and up

Classes in the departments

1. Up through the Intermediate Department classes formed on the age basis
2. In Young People's and Adult Departments classes are formed on basis of congeniality.

General assembly in church auditorium

1. It is a measure of economy
2. It is in itself desirable
3. It is justified by experience

FOR DISCUSSION

Why the various departments in the Sunday school?

Name the departments with their age limits.

How may a closer grading be secured?

On what basis are classes formed?

Will departmental Sunday schools desire to hold general assembly each Sunday? Why?

Give some reasons why the main auditorium should be used for the general assemblies of the Sunday school.

VIII.

HOW TO PLAN FOR THE DEPARTMENTS

In all of the departments except the Beginners, in which an assembly room is regarded as sufficient, the provisions needed are, (1) an assembly room large enough to seat the entire department, (2) classrooms sufficient in number and size to meet the needs of the various classes in the department.

In this chapter we discuss the department assembly room, leaving for the next chapter a detailed discussion of the class rooms. At this point it should be said that since our pupils must be accommodated both in department assembly and in classrooms, it is necessary to provide about fourteen square feet of floor space for each pupil. About seven square feet per pupil should be allowed in the department assembly room and seven square feet in the classroom.

Capacity and Interior Arrangement.

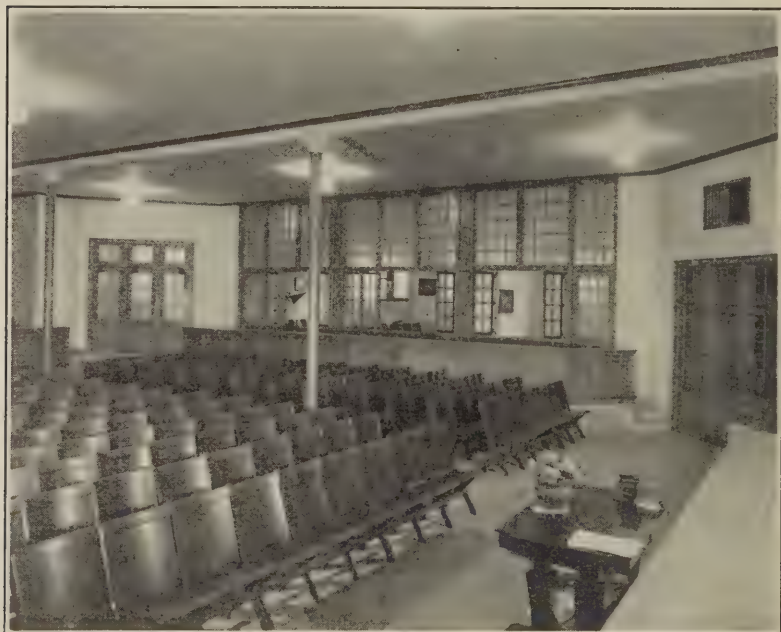
(1) Seven or eight square feet per person. Usually an allowance of six or seven square feet per person in a small rectangular room is sufficient. It is, of course, advisable that extra space be allowed to prevent crowding and to provide for visitors and for special occasions.

(2) Suitable proportions. Department rooms should be of suitable proportions for assembly program and worship. A square room or a room whose breadth is to its length as four to five, makes a good department assembly room.

(3) Ample wall space back of the superintendent. Assembly rooms should provide suitable background for the superintendent's desk and the piano, and should offer wall space back of the superintendent for blackboard, maps, charts, and reports.

(4) Provisions for department supplies. Suitable provisions should be made for the department supplies, literature, and records. A special room may be provided, a closet may be used, or it may seem sufficient to provide a built-in cabinet.

(5) Provisions for hats and wraps. Convenient hangers for hats and coats should be provided in a nearby corridor or, better, on the walls of the department assembly room. Some workers prefer that the pupils leave their hats and wraps in the classrooms.



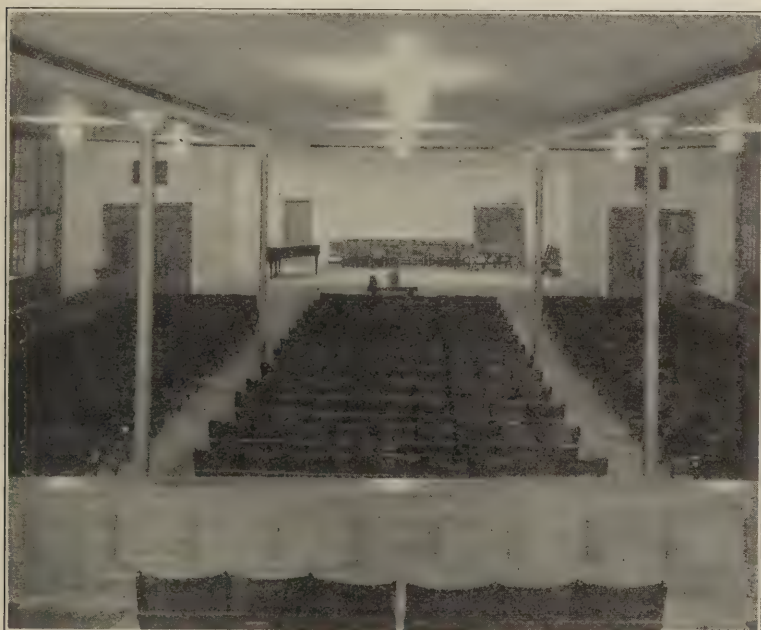
Dougherty and Gardner, Architects.

THE YOUNG PEOPLE'S DEPARTMENT, FIRST BAPTIST CHURCH,
KNOXVILLE, TENNESSEE

The large space under the auditorium is generally assigned to the Young People or to the Adults. The treatment of the partitions in this room with a view to securing needed light and ventilation offers some difficulty. In the accompanying picture, each room adjoining the assembly room is provided with a door and accordion windows. The entire partition is composed almost wholly of glass. In this way the problem of light and ventilation is solved.

Architectural Treatment.

(1) Sound-proof. Department assembly rooms should be enclosed with double-plastered walls in order that programs of song and worship may be conducted without one department's disturbing another. Folding partitions should be avoided. A door opening between departments is objectionable; if such opening seems necessary, two doors should be installed so that an air chamber between the doors may deaden noises. Care must also be exercised to avoid noises where department rooms are over each other.



Dougherty and Gardner, Architects.

YOUNG PEOPLE'S DEPARTMENT, FIRST BAPTIST CHURCH,
KNOXVILLE, TENNESSEE (Classrooms open on each side)

(2) Light and ventilation. In all educational work, light and ventilation are matters of prime importance.

(3) Adaptedness. The various department rooms should be carefully adapted to their special uses. The departments for the little children should have low ceilings, the windows should come down low toward the floor, the walls should have soft,

restful tints and the whole arrangement should tend to create an air of comfort and welcome for little children. Department rooms for older pupils should be more formal.

Entrances and Exits.

The whole question of circulation will need to be carefully studied, since various groups of pupils must occupy adjacent spaces and their movement about the building must be unhindered. In this connection we offer certain specific suggestions.

(1) Direct entrances. Independent and direct entrances must, of course, be provided for the departments. It must never be necessary to pass through any other room in order to reach a department assembly room.

(2) Entrances at the rear or at least at the side. It must be evident that late pupils or visitors entering the department assembly room facing the assembled group, will distract attention and may seriously mar the success of the program.

Intercommunication with the Main Auditorium. There should be ample and direct intercommunication between the various department rooms and the main auditorium. This is of special importance for the departments from the Junior up, since the pupils in these departments are expected to attend the preaching service and will be asked at least occasionally to come together for general assembly. For illustration of what is here meant the reader may examine any of the plans offered in this book. Take for example the plan offered on pages 87 to 91. Note that the young people will move toward the front of the building and will have two stairs for their exclusive use in reaching the auditorium; the large adult classes have two entrances to the auditorium for their exclusive use; the Juniors may move as a body direct into the balcony adjacent to them, as may also the Intermediates. The little children will rarely be asked to come into the auditorium. Thus all the pupils from the Juniors up may re-assemble in the auditorium in the least possible time. This arrangement stands in striking contrast to that which the author has seen in a certain city in which the entire Sunday school of twelve hundred must pass through one door in order to reach the auditorium.

Proper Relative Dimensions. This is a matter of such vital importance that we set it apart for special discussion. What relative space shall we allow for the departments? On what basis shall this question be answered? Surely, it must not be a matter of guess or accident. It must not be left to the convenience of the architect as he faces the difficult problem of finding suitable space for each of the departments. But how is this matter to be determined? Its bearing on the usefulness of the building and the success of the departments must be at once apparent. If one department is accorded large space which it does not need and cannot use, while another department is handicapped by lack of needed space, the efficiency of the building and the pleasure which it will inspire may be sadly impaired.

We propose the following schedule as indicating about the percentages of space which should be allowed for the departments under normal conditions. This schedule should be used as a suggestive rather than an absolute guide. Many churches, for example, will wish to make larger relative provisions for young people and adults. The Department of Administration, Baptist Sunday School Board, Nashville, Tennessee, suggests that the Young People's department may well be allowed twenty-five per cent of the space and the Adult department fifty per cent.

Mothers' Room	2%
Nursery	2%
Cradle Roll Class	2%
Beginners	6%
Primaries	9%
Juniors	12%
Intermediates	12%
Young People	24%
Adults	31%
	<hr/>
	100%

Touching this matter of proper relative space for the departments, we venture the following observations:

(1) We should plan for the number and the organization which may reasonably be expected during the time for which the building is to be erected. Presumably we are moving toward a larger and better day. The new building may be expected to serve for twenty-five years, fifty years, possibly a much longer time.

(2) We should plan for the ideal housing of the ideal organization. We may do well to forget the organization which we have. The numbers and the organization which we have at present may be the result of limitations which are now to be removed. The organization which we now have may have come of more or less chance conditions molded by varying personalities. In the new building we may have our first real opportunity to approximate the ideal in attendance and in organization.

For example, it is possible that we have not been able to offer for our Intermediates the equipment and space needed for real departmental work and thus the numbers and apparent outlook for Intermediates may not seem to justify the providing of as much space for them as for the Juniors. But there will be practically the same number in the community of Intermediate age as of Junior age. Why not make proper relative provision for them in the new building and then go after them? Possibly we have never reached young people in any large numbers or it may be that we have never attracted adults. Shall we assume that in the days of the new building we will continue to fail at these points? If we have offered young people and adults no attractive closed-in classrooms, there can be little wonder that we have not been able to interest them in the Sunday school. Why not provide properly for them and take it for granted that we will be able to win them as other schools are doing in all parts of the land?

(3) We should remember that there are well-tested and scientific methods of building the various departments of the Sunday school and that wherever there is a constituency there is the possibility of building the departments.

OUTLINE FOR STUDY

Capacity and interior arrangement

1. Seven or eight square feet per person
2. Suitable proportions
3. Ample wall space back of superintendent
4. Provisions for department supplies
5. Provisions for hats and wraps

Architectural treatment

1. Sound-proof
2. Light and ventilation
3. Adaptedness

Entrances and exits

1. Direct entrances
2. Entrances at the rear or side

Intercommunication with the main auditorium

Proper relative dimensions

Location in the building

FOR DISCUSSION

What are some requirements in department assembly rooms as regards capacity and interior arrangement?

Tell something of the architectural treatment which should be accorded department assembly rooms.

Say something as to entrances and exits.

Why is intercommunication with the auditorium a matter of moment?

Indicate the proper relative space which should be allowed for each of the departments in the Sunday school.

What of the location of the departments in the church building?

IX.

HOW TO PLAN FOR THE CLASSES

Classrooms should be provided for all classes from the Primaries up. Classrooms are not advised for Beginners; large Beginners' Departments may be divided, thus providing one room for children four years of age and one room for children five years of age. For illustration see drawing on page 114.

Primary classrooms should be eight by ten feet in size. Junior and Intermediate classrooms should be eight by ten or ten by twelve feet in size. For reasons of economy some of the drawings offered in these pages show classrooms which are seven by nine feet. Intermediate classrooms for the more advanced years may well be slightly larger than those provided for lower grades. See drawing on page 67. Mr. C. C. Bulger, Dallas, Texas, has suggested, for the sake of economy, "The Small Efficiency Class Room," shown in the accompanying cut. In this room the dimensions should be five feet, six inches, by eleven feet and the seats and tables should be built-in. Classrooms for the Young People and Adults will, of course, be larger and may vary widely for different classes.

Classrooms should be rectangular and they should be square or nearly square.

All classrooms should be easily accessible from the department rooms. The classrooms may open direct from the department assembly room, or they may be arranged on a hall



VIEW OF
SMALL
EFFICIENCY
CLASS ROOM.

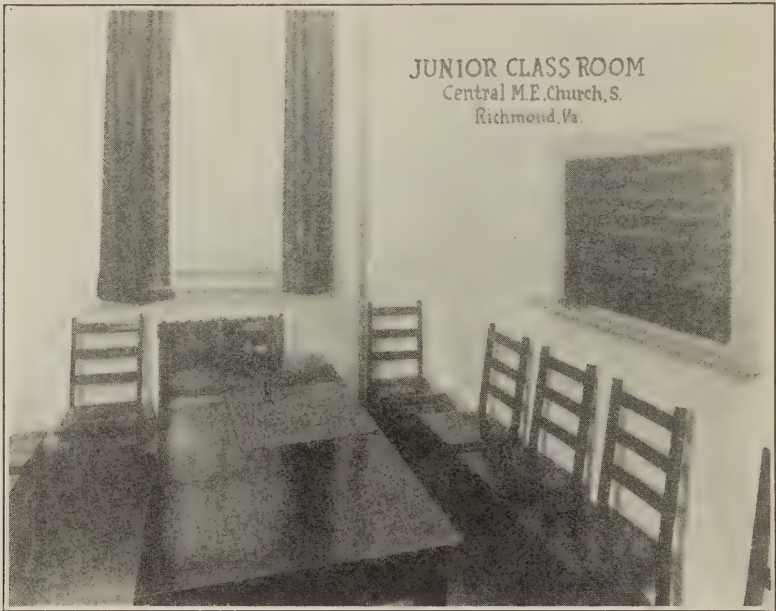
which opens from the assembly room. The former arrangement may be seen in the drawing on page 94, while the latter may be seen in the drawing on page 130.

Classrooms should provide suitable wall space for black-board, maps, charts, and other teaching material.

Classrooms should have plastered walls and tight fitting doors. In order that certain large adjoining rooms may be used together for social purposes, we have occasionally shown movable partitions. This, of course, is a compromise and is not advisable from the standpoint of class use.

Classrooms should have outside exposure for light and ventilation. Art glass is generally to be avoided in rooms designed for teaching.

The plans shown in these pages may well be studied for suggestions regarding assembly and class space for the several departments. It will be observed that in most of these plans, it is assumed that the Adult Department will use the main auditorium for assembly purposes. This reduces the expense, both of construction and equipment, and is thus frequently permissible.



SUGGESTED SCHEDULES

SCHOOL OF 600

	<i>Pupils</i>	<i>Sq. Ft.</i>	
Mothers' Room	12	1681 Class Room
Nursery	12	1681 Class Room
Cradle Roll Class	12	1681 Class Room
Beginners	36	504	1 Dept. Room
Primaries	54	756	1 Dept. Room... 6 Class Rooms
Juniors	72	1008	1 Dept. Room... 8 Class Rooms
Intermediates	72	1008	1 Dept. Room... 8 Class Rooms
Young People	144	2016	1 Dept. Room... 4 Class Rooms
Adults	186	2604	1 Dept. Room... 4 Class Rooms
<hr/>		<hr/>	<hr/>
	600	8,400	6 Dept. Rooms..33 Class Rooms

SCHOOL OF 900

	<i>Pupils</i>	<i>Sq. Ft.</i>	
Mothers' Room	18	2521 Class Room
Nursery	18	2521 Class Room
Cradle Roll Class	18	2521 Class Room
Beginners	54	756	1 Dept. Room

Primary	81	1134	1 Dept. Room...	9 Class Rooms
Juniors	108	1512	1 Dept. Room...	12 Class Rooms
Intermediates	108	1512	1 Dept. Room...	12 Class Rooms
Young People	216	3024	1 Dept. Room...	6 Class Rooms
Adults	279	3906	1 Dept. Room...	6 Class Rooms
<hr/>				
	900	12600	6 Dept. Rooms...	48 Class Rooms

SCHOOL OF 1200

Pupils Sq. Ft.

Mothers' Room	24	336	1 Class Room
Nursery	24	336	1 Class Room
Cradle Roll Class	24	336	1 Class Room
Beginners	72	1008	1 Dept. Room	
Primaries	80	1512	1 Dept. Room...	12 Class Rooms
Juniors	144	2016	1 Dept. Room...	16 Class Rooms
Intermediates	144	2016	1 Dept. Room...	16 Class Rooms
Young People	288	4032	1 Dept. Room...	8 Class Rooms
Adults	372	5208	1 Dept. Room...	8 Class Rooms
<hr/>				
	1200	16800	6 Dept. Rooms...	63 Class Rooms

When Sunday schools number twelve hundred or more it may seem desirable to divide the departments at least up through the Intermediate Department, somewhat as follows. For illustrative drawings see pages 113 through 117.

SCHOOL OF 1200

Pupils Sq. Ft.

Mothers' Room	24	336	1 Class Room
Nursery	24	336	1 Class Room
Cradle Roll Class	24	336	1 Class Room
Beginners A	36	504	1 Dept. Room	
Beginners B	36	504	1 Dept. Room	
Primaries A	54	756	1 Dept. Room...	6 Class Rooms
Primaries B	54	756	1 Dept. Room...	6 Class Rooms
Juniors A	72	1008	1 Dept. Room...	8 Class Rooms
Juniors B	72	1008	1 Dept. Room...	8 Class Rooms
Intermediates A	72	1008	1 Dept. Room...	8 Class Rooms
Intermediates B	72	1008	1 Dept. Room...	8 Class Rooms
Young People	288	4032	1 Dept. Room...	8 Class Rooms
Adults	372	5208	1 Dept. Room...	8 Class Rooms
<hr/>				
	1200	16800	10 Dept. Rooms...	63 Class Rooms

OUTLINE FOR STUDY

Classrooms should be provided for all classes from the Primaries up

Primary classrooms should be eight by ten feet in size

Junior and Intermediate classrooms should be eight by ten or ten by twelve feet in size

Young People's and Adult rooms should be larger and may vary widely for different classes

Some suggestions regarding classrooms

1. Should be rectangular and square or nearly so
2. Should be easily accessible from the department room
3. Should provide suitable wall space
4. Should have plastered walls and tight fitting doors
5. Should have outside exposure

Suggestive schedules of space

1. For school of six hundred
2. For school of nine hundred
3. For school of twelve hundred

Large schools may divide the departments

FOR DISCUSSION

Offer suggestions for the dimensions of classrooms in the various departments.

Make an original drawing showing how classrooms may be properly related to the department rooms.

What are some requirements of classrooms?

X.

HOW TO PLAN FOR FELLOWSHIP AND SOCIAL MINISTRIES

The church building must serve at least three great ends:

It must provide for the preaching of the gospel.

It must house the teaching service.

It must offer accommodations for fellowship and social life.

Two and three scores of years ago church houses were built almost exclusively for preaching. Through long experience we have perfected our ideals as regards provision for the preaching service. These ideals have been clearly stated by many writers and have found expression in many buildings. Gradually we have wrought out clear and definite ideals for the building provisions needed by the modern Sunday school. These also have been fully stated and illustrated and they are being rapidly introduced into the planning of modern church buildings.

The necessity of making some provision in the church house for social and fellowship functions has been long recognized, but as yet little effort has been made to state or to illustrate the underlying ideals which should guide us here.

A Fair Balance Is Required.

Provisions for preaching, for teaching, and for social life must receive proper relative emphasis. Are there buildings which seem to lend themselves almost exclusively to the preaching service? Possibly there are church buildings which come dangerously near to being mere Sunday-school houses. As yet we have perhaps not developed buildings which overemphasize the social and play side. Certain it is that the ideal church building will offer a reasonable balance as between these three great lines of

service. No one of them can safely be neglected and no one of them must dominate the building.



KITCHEN IN THE LAKE AVENUE BAPTIST CHURCH, ROCHESTER,
NEW YORK

Some General Suggestions.

(1) As a measure of economy the same floor space must generally be used both for social purposes and for the Sunday school. There would seem to be no good reason why large classrooms should not be used also as social rooms during week-days. Likewise a department assembly room with its adjoining classrooms may well be used for large banquets, lectures, musicals, plays and similar entertainments.

(2) For reasons which must be manifest the rooms provided and equipped for the smaller children should not be used for the social functions of the older people. The chairs and other furniture provided for little children cannot conveniently be used by adults. The decorations which are so dear to the ele-



BANQUET HALL (JUNIOR DEPARTMENT) IN THE TABERNACLE BAPTIST CHURCH, ATLANTA, GEORGIA

mentary workers and their pupils must be protected. It will be observed that the kitchen in the drawings presented in these pages is usually located near to some large department room where banquets may be served and as close as possible to one or more large classrooms where smaller social gatherings may be accommodated.

(3) Social programs ought to be departmentized. We saw recently the floor plans for a great church plant which is expected to cost well on toward a million of dollars and which will certainly be an outstanding building in the whole country. In accordance with the best modern practice no space in the plans was marked "parlor" or "social." A large kitchen was provided adjacent to the Adult Department with the idea that by the clearing of chairs any room or rooms in that department

might readily be made available for a banquet or other social function. Kitchenettes were provided near each of the other departments with the evident intention of using the department rooms for serving, parties, and any other needed types of social life.

We should no more provide one large room as the "Social room" than we should provide one large room and call it the "Sunday-school room." We were doing that two or three decades



SOCIAL ROOMS, THE FIRST BAPTIST CHURCH, SAN DIEGO, CALIFORNIA

ago, but we have passed that day. There is as much reason for departmentizing the social life as for departmentizing the Sunday-school life.

More and more provisions for social and play life will follow the sub-divisions of the Sunday school. Each department in the Sunday school will provide needed social and play functions for its members. The Beginners will have their own parties, the Primaries and Juniors will have their separate entertainments, the Intermediate Department and the Young People's Department will each have distinct socials, while the Adults will develop in the department or in special classes the types of fellowship and social diversion which they may seem to require. In many churches this is an established custom. Some churches seek to have some kind of social "meet" for each department each month, or at least each quarter.

Since we are to departmentize our social life and seek to adapt our efforts to the various groups represented by our departments, it follows that we do not so much need in our church buildings a large "social room." The effort to secure this room has wrought havoc with many otherwise good church plans.

Why departmentize social provisions? Some important considerations favor the departmentizing of the social and play life of the people, following the lines of the departments in the Sunday school.

(a) This assures congenial groups which can be managed together in any type of entertainment and play which may be undertaken.

(b) This assures numbers which can be successfully managed and enables the workers to determine in advance about what numbers should be provided for.

(c) A motive is thus provided since the workers in a given department may utilize the social functions as a means of building up their department and otherwise extending their ministries.

(d) This arrangement has additional advantage in that the officers of the department constitute a group of workers equipped and trained to direct the social and play activities of the members of the department.

Social and play life, rather than athletics, must generally be stressed.

Simple programs which minister to social needs and which guide play instincts can be conducted by the workers in any church. No expensive equipment is needed. No technical training is required for such leadership.

It is, however, different in the case of athletics. Gymnasiums, swimming pools, bowling alleys, and all similar provisions are expensive both as regards initial cost and up-keep. A physical director is imperatively needed if these are to be really useful. Where it seems desirable to offer this athletic equipment a separate building should be provided. The propriety of placing the athletic equipment in a separate building and under a separate roof must be apparent upon thoughtful consideration.

OUTLINE FOR STUDY

Must provide for:

Preaching
Teaching
Fellowship

A fair balance is required

Some general suggestions:

1. The same space may be used for social and play purposes and for the Sunday school
2. Rooms for small children should not be used by older people for social purposes
3. Social and play programs ought to be conducted departmentally
 - a. This assures congenial groups
 - b. Assures numbers which can be successfully managed
 - c. A motive is thus provided
 - d. Provides groups equipped and trained to direct the social activities

Social and play life, rather than athletics, must generally be stressed

FOR DISCUSSION

What is meant by the statement that a fair balance is required?

Why should the same floor space be used for various purposes?

What is said as to older pupils' using for social and play purposes the rooms equipped for little children?

Why should social programs be departmentized?

Why should the churches stress social and play ministries rather than athletics?

Give some reasons for placing athletic equipment in a separate building and under a separate roof.

XI.

HOW TO PLAN ADMINISTRATION OFFICES

Nothing reflects the multiplying of activities on the part of modern churches more clearly than the enlarged number of administration offices which are being provided in modern church buildings. In their effort to provide for all manner of service to the community, the churches must not neglect to make provision for their own administration needs.

A list of possible administration rooms is suggestive.



CHURCH OFFICE, THE FIRST BAPTIST CHURCH, SAN DIEGO, CALIFORNIA

A Pastor's Study—This is the pastor's private sanctum with his library, desk, etc. It should be provided with a cloak room and toilet.

A Pastor's Office.—Many churches are providing a study for the pastor's exclusive use, and also an office in which the pastor may meet visitors and hold conferences.

A Church Office, or Offices.—These are for the associate pastor, the financial secretary, the church stenographer and other employed helpers. Many churches are now employing a corps of paid workers, for whom satisfactory office space must be provided.



CHURCH OFFICE, THE FIRST PRESBYTERIAN CHURCH, NASHVILLE, TENNESSEE

A Superintendent's Office.—The superintendent of a large Sunday school, especially if he is regularly employed, ought by all means to have a suitable office.

A Secretary's Office.—It may seem desirable to provide a special room for the Sunday-school secretary. Some churches provide, in addition to the office for the general secretary, an office for the secretary of each department in the Sunday school.

Besides these general offices there are some other rooms which should have careful attention; among these we may name:



DEACONS' ROOM, LAKE AVENUE BAPTIST CHURCH, ROCHESTER,
NEW YORK

An Officers' Room.—Just as banks provide a “Directors’ Room,” so churches are providing a “Deacons’ Room,” or “Stewards’ Room,” or “Session Room,” for the various official meetings of the pastor and the church officers.

A Choir Room.—This room should be ample in size and should provide lockers, or at least some kind of receptacles, for hats and wraps and for the safe keeping of musical supplies. It should, of course, be conveniently located with reference to the choir platform in the main auditorium.

A Janitor's Room.—In modern church and Sunday-school work the janitor has come to be a most important factor. It is economy to make ample provision for the janitor. Some churches provide him comfortable living rooms, so that he may be always available for service. In many churches he must be a high-grade and intelligent man. An easily accessible and suitable

room should be offered him, and ample provisions should be made for all storage needs.

OUTLINE FOR STUDY

Administration offices

1. Pastor's study
2. Pastor's office
3. Church office, or offices
4. A superintendent's office
5. A secretary's office

Other needed rooms

1. An officer's room
2. A choir room
3. A janitor's room

FOR DISCUSSION

Indicate some administration offices which should be provided in large church buildings.

Name some rooms of a more general nature which may be provided.

XII.

HOW TO TEST YOUR PLAN

We offer in this chapter a condensed statement of the proposals and suggestions presented in the preceding pages, in so far as these refer to the housing and equipment needed for the modern departmental Sunday school. This suggested equipment in its entirety is, of course, fully practicable only in larger buildings which provide for five hundred or more in the Sunday school.

General Assembly in Main Auditorium

Departments, with Proportions of Space about as Follows:

Mothers' Room	2%
Nursery	2%
Cradle Roll Classroom	2%
Beginners	6%
Primaries	9%
Juniors	12%
Intermediates	12%
Young People	24%
Adults	31%

Department Assembly Rooms

- (1) Entrances at rear or side
- (2) Intercommunication with auditorium, especially from the Juniors up
- (3) About seven square feet per person in assembly rooms (a total in assembly and classrooms of fourteen square feet per person)
- (4) Preferably square or in proportion of four to five
- (5) Suitable wall space back of superintendent
- (6) Provisions for department supplies

- (7) Hangers for hats and wraps
- (8) Sound-proof; no movable partitions
- (9) At least one outside exposure

Classrooms

- (1) For all classes from Primary up
- (2) About seven square feet per person in classrooms
- (3) Primary, Junior, and Intermediate rooms about eight by ten feet
- (4) Classrooms for Young People and Adults larger and varying in size. All classrooms square or in the proportion of four to five
- (5) Easily accessible from assembly rooms
- (6) Sound-proof; preferably no movable partitions
- (7) Wall space for the teacher
- (8) Outside exposure

Offices as May Seem to Be Needed

Rest Rooms, two on each Floor

Social and Play Rooms (used also for departments and classes)

FOR DISCUSSION

Where should general assemblies of the Sunday school be held? Why?

What are the departments in the Sunday school which should be provided for?

Indicate the proportions of space which should be allowed for each of the departments of the Sunday school.

Name a half dozen essentials in a department assembly room.

Indicate a half dozen essentials in the matter of classrooms.

What additional rooms may we wish to provide, besides assembly and classrooms?

PART THREE—TYPICAL BUILDING DESIGNS

- XIII. Building Designs for Churches and Sunday Schools
Numbering 1200 to 2000
- XIV. Building Designs for Churches and Sunday Schools
Numbering 1200 to 2000—Continued.
- XV. Building Designs for Churches and Sunday Schools
Numbering 3000 to 5000
- XVI. Building Designs for Churches and Sunday Schools
Numbering 500 to 1000
- XVII. Building Designs for Churches and Sunday Schools
Numbering 100 to 400

XIII.

BUILDING DESIGNS FOR CHURCHES AND SUNDAY SCHOOLS NUMBERING 1000 TO 2000

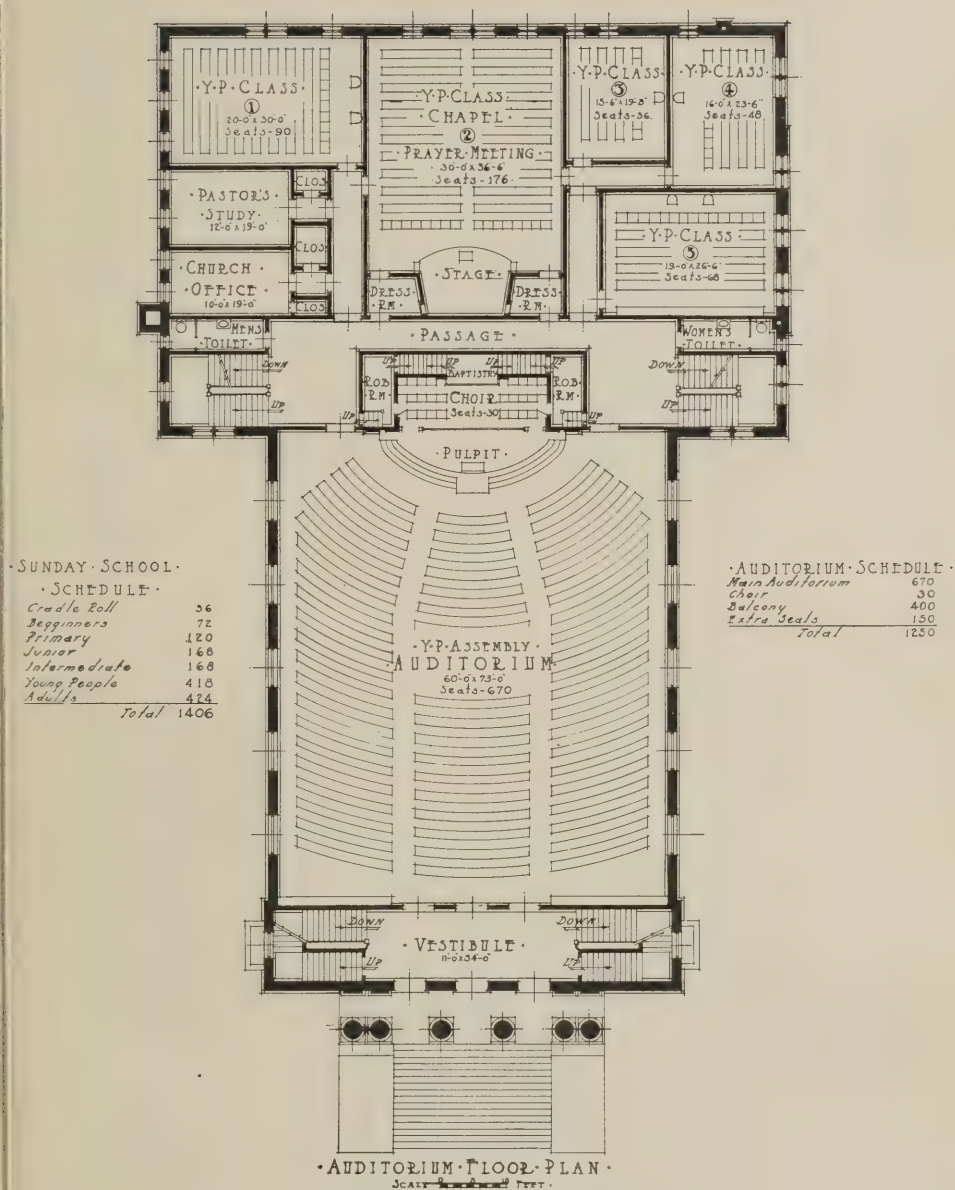
In this chapter and the next we offer a series of studies in church designs. A steady progress will be observed as we pass from one design to another and on through the series. It must be readily recognized that in designing these great buildings which combine in one structure an auditorium and an educational building we face serious problems in the matter of light, ventilation, circulation, and relation. In the matter of relation there is the question as to the ideal location of the Sunday school section as it stands related to the auditorium. Apart from tradition, if we might view the problem so, what is ideally the proper location for the Sunday-school section? Should it be at the rear, at the sides, or at the front of the auditorium? There are so many elements involved here that we may be long in finding a satisfactory answer. Any answer which we may find will certainly be held as tentative and subject to varying local conditions. Practical church and Sunday-school workers must study the problem with a view to providing such equipment and housing as will most efficiently, most economically, and most beautifully meet the needs as discovered by the practical workers. The problems are therefore both practical and architectural. Even more, we seek to find in these buildings a reflection or interpretation of Christianity itself. These buildings become the embodiment of Christianity, its physical expression, the vehicle through which it is to be set forward in its conquering progress. Viewed in the large the very destinies of Christianity may be measurably molded and determined by these buildings which we are devising for its housing and its futherance. In this chapter and in the next we offer a succession of designs which constitute some study of the questions which we have raised.

The simplest arrangement and the one most generally adopted is to place the Sunday-school section across the rear of the auditorium. This gives us a T-shaped building, the Sunday school forming the upper part of the T while the auditorium constitutes the stem. We offer first in the following pages a building of this type which for convenience we number 1201. Manifestly our problem here is to assure good light and ventilation for the interior part of the Sunday-school section, much of which is rather remote from outside exposure.

In the next design (No. 1500) we have divided the Sunday-school section by a court. A glance at the drawings will readily reveal the extent to which the outside exposure has been increased and will show the consequent advantage gained as regards light and ventilation for the entire building. While something has been done in the interior placing of departments and classes to reduce the difficulty which may arise from the service of song as conducted in adjacent departments and to offer proper buffers for noises, it yet remains that we have two sections of an educational building side by side with only a narrow court between. Only time and experience can determine finally whether this arrangement offers serious difficulty.

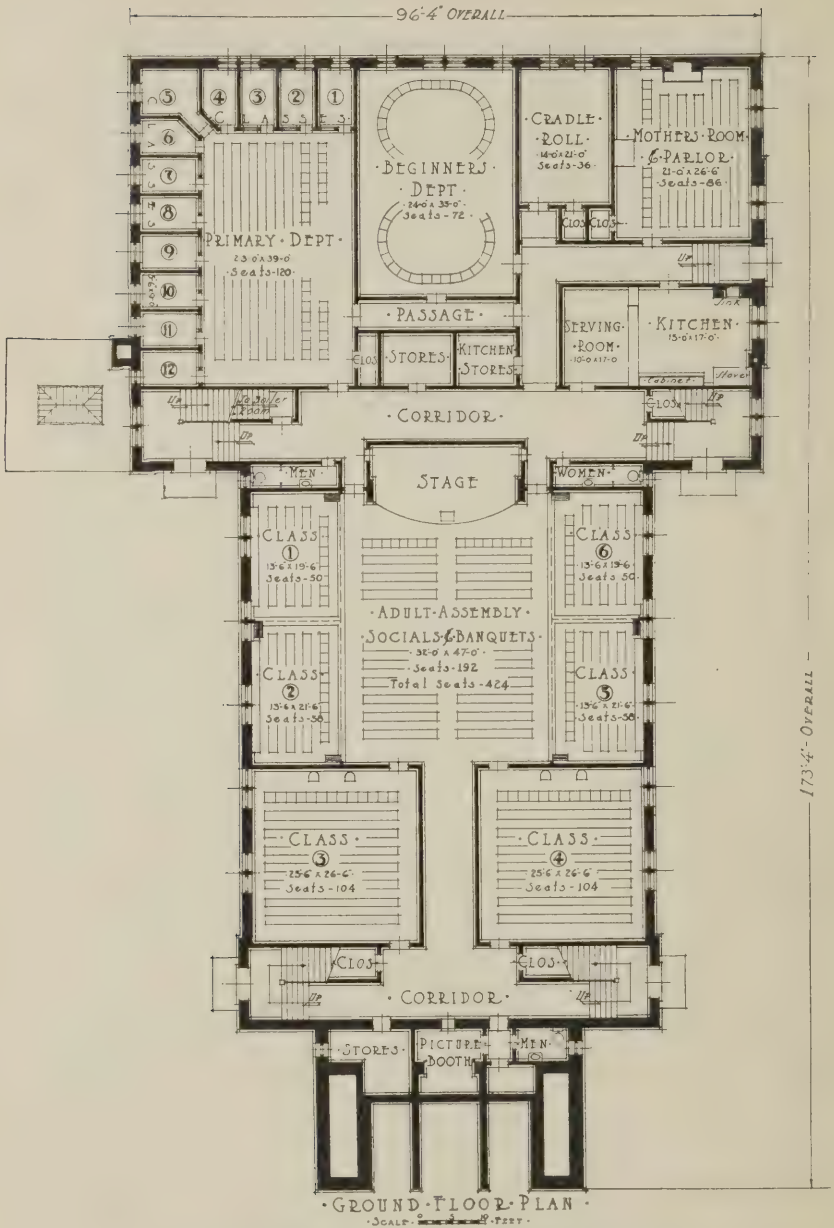
In order to obviate this possible difficulty we have devised other buildings which rather widely separate the wings which are to house the Sunday school. In the next design presented in this chapter (No. 1400) we have an octagon-shaped auditorium which permits us to project the wings laterally without unduly extending them as might be necessary with a rectangular auditorium.

NOTE—The floor-plan and drawings shown in the pages which follow were prepared by the Architectural Department of the Baptist Sunday School Board. The perspectives and front elevations are also by the Architectural Department except where other credit is indicated.

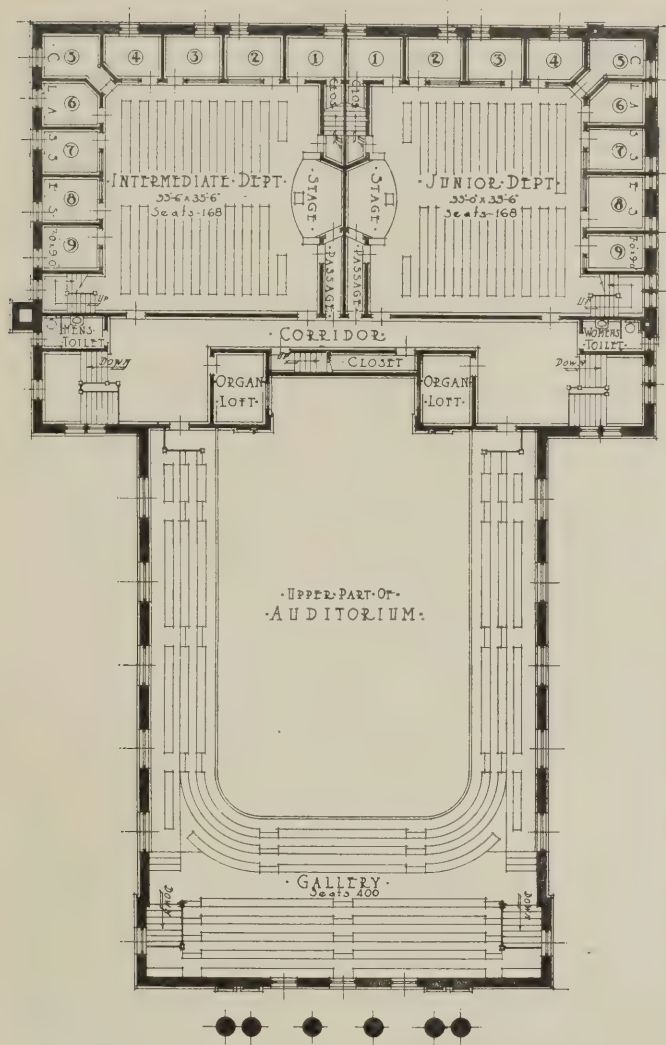


PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, DOTHAN, ALABAMA

Plan No. 1201
(Perspective on page 91)

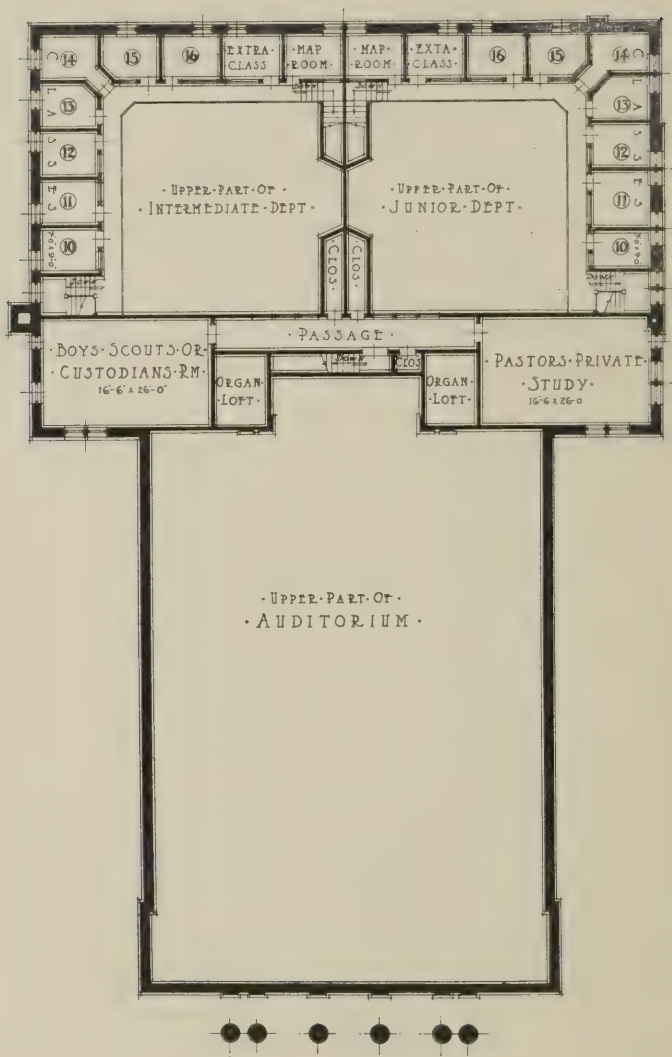


PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, DOTHAN, ALABAMA
Plan No. 1201



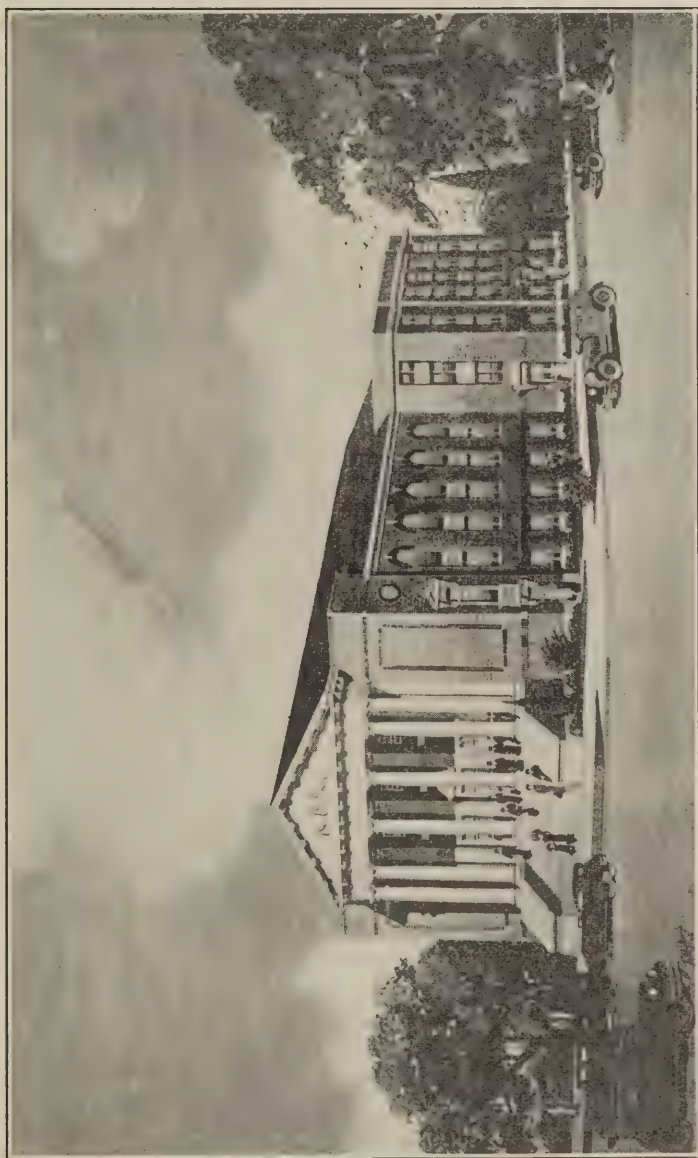
• GALLERY FLOOR PLAN •
SCALE 1/8" = 1'-0"

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, DOTHAN, ALABAMA
Plan No. 1201



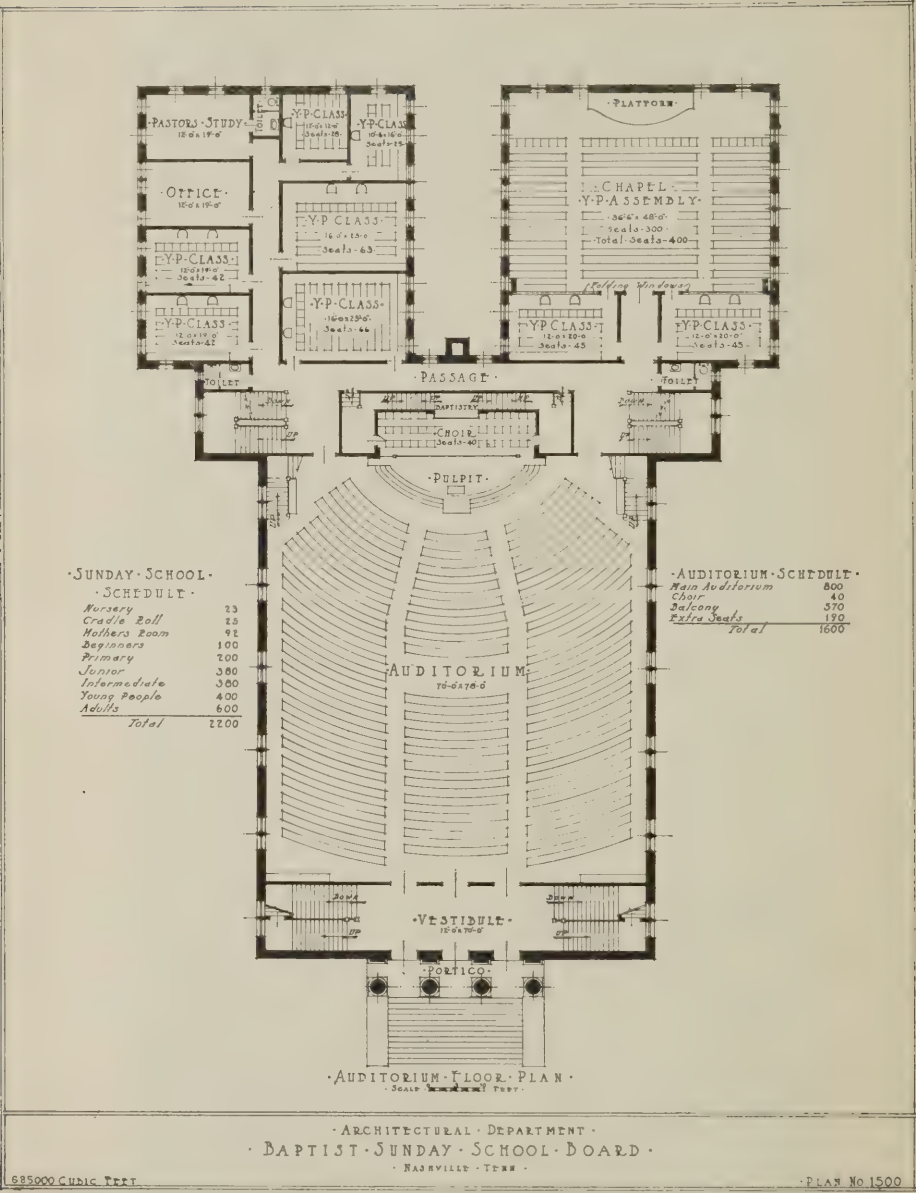
MEZZANINE FLOOR PLAN

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, DOTHAN, ALABAMA
Plan No. 1201

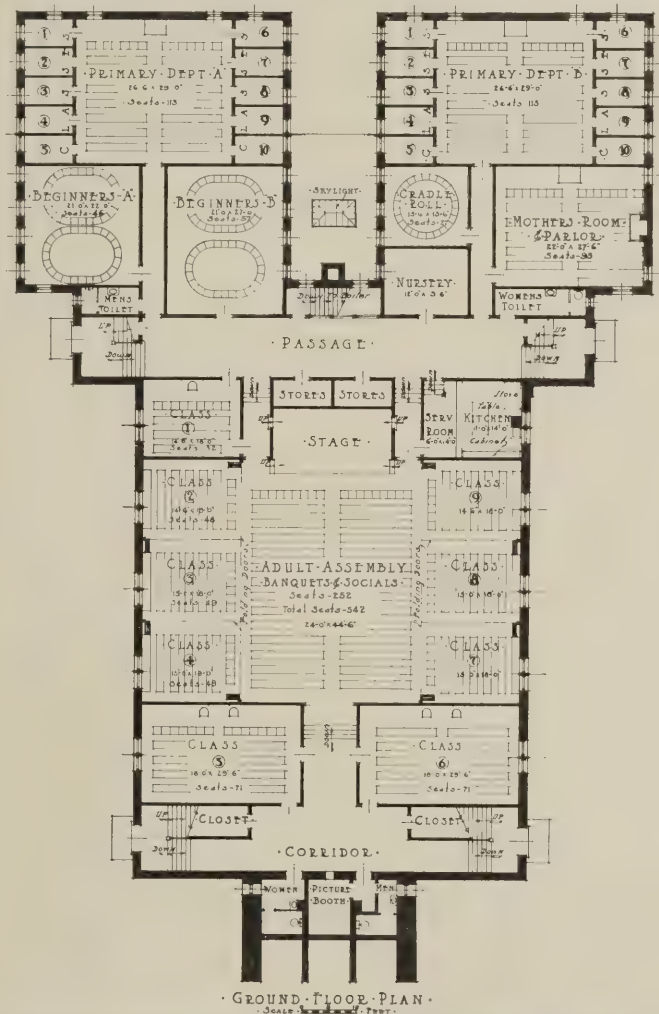


PRELIMINARY STUDY FOR THE FIRST BAPTIST CHURCH, DOTHAN, ALABAMA
Plan No. 1201

Designed by the Architectural Department, Baptist Sunday School Board



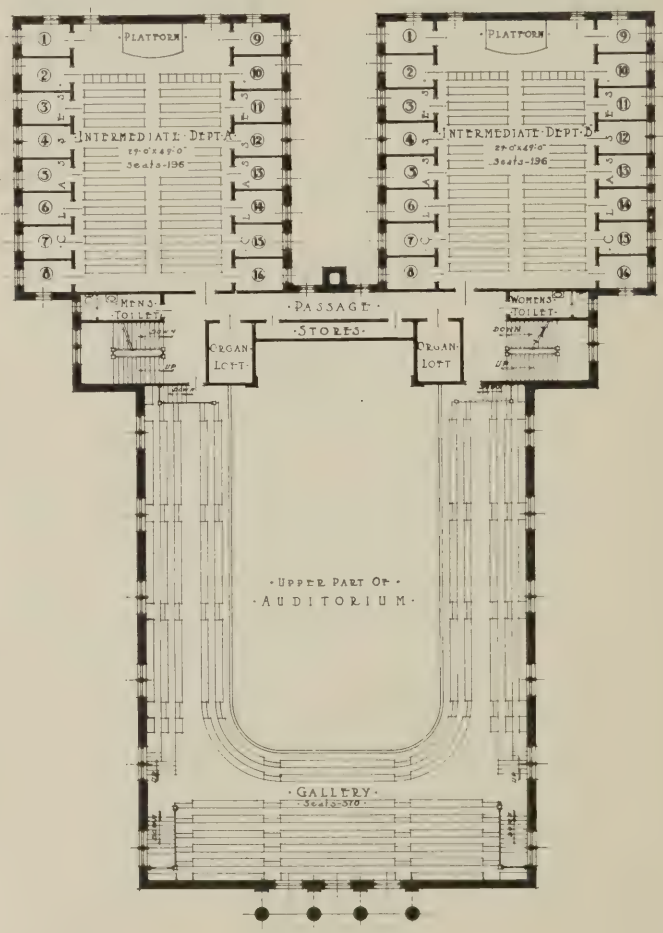
PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, ARCADIA, FLORIDA
Plan No. 1500
(Perspective on page 96)



ARCHITECTURAL DEPARTMENT
BAPTIST SUNDAY SCHOOL BOARD
NASHVILLE, TENN.

PLAN NO. 1500

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, ARCADIA, FLORIDA
Plan No. 1500
(The building measures over all 182 feet by 116 feet)

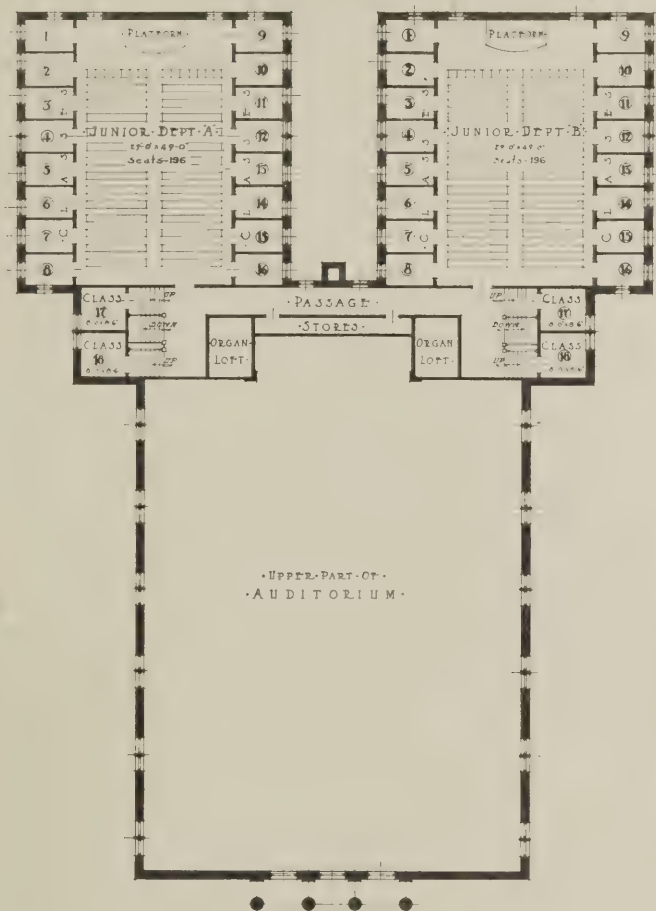


• GALLERY FLOOR PLAN •
• SCALE 1" = 10' •

• ARCHITECTURAL DEPARTMENT •
• BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE, TENN. •

PLAN NO. 1500

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, ARCADIA, FLORIDA
Plan No. 1500

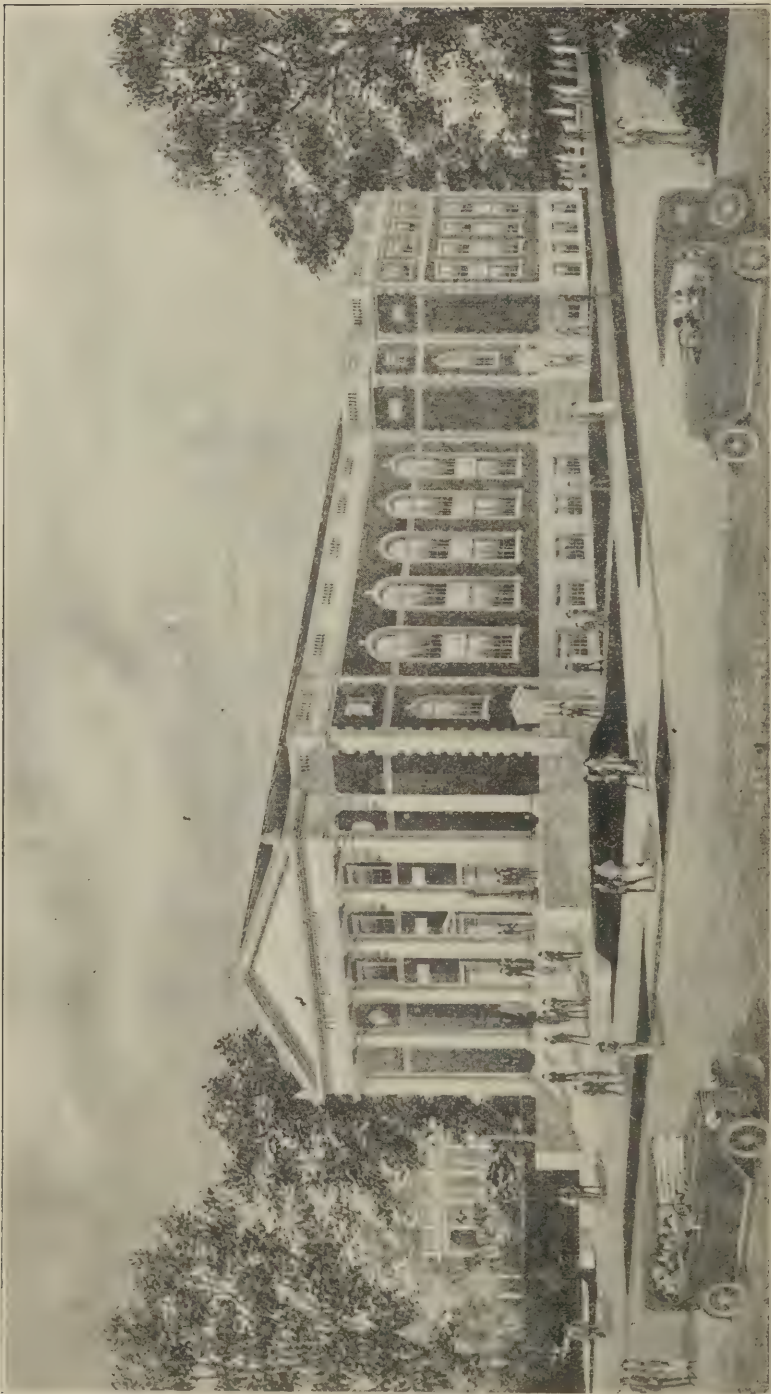


• THIRD-FLOOR-PLAN •
SCALE 1/8" = 1'-0"

• ARCHITECTURAL DEPARTMENT •
• BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE, TENN. •

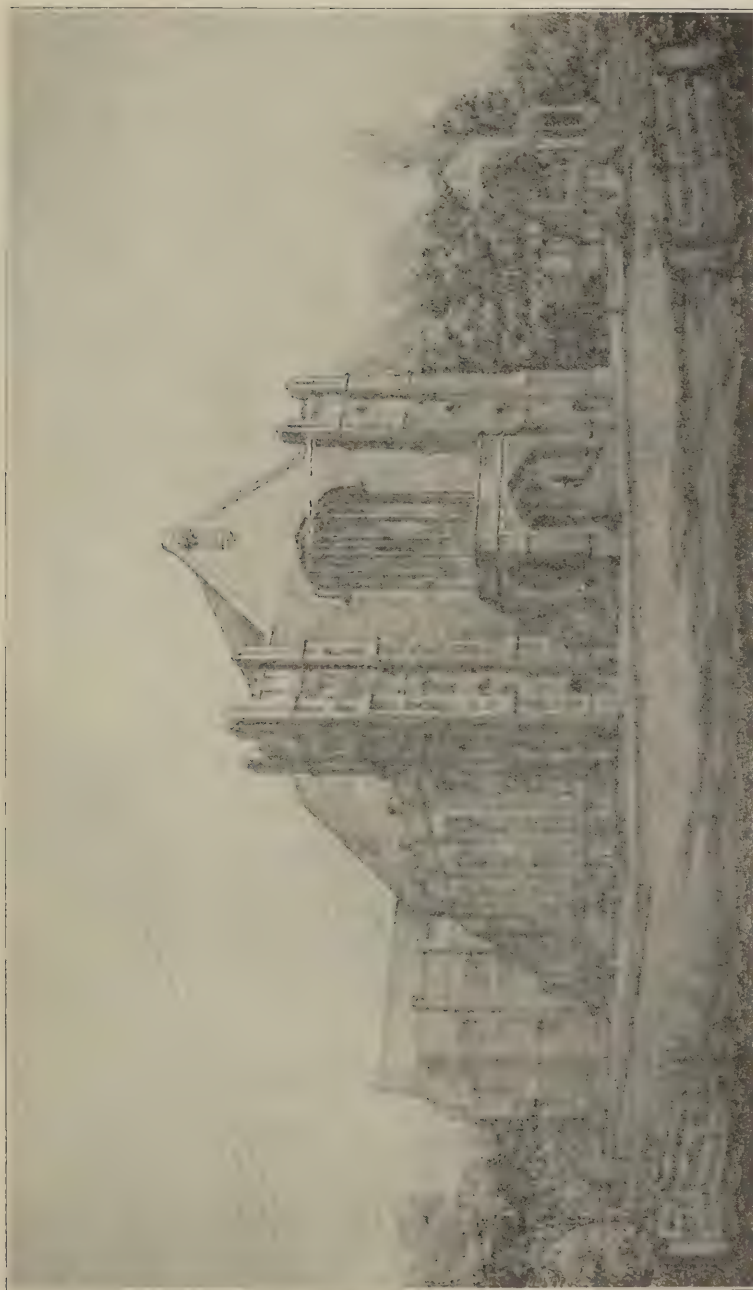
• PLAN-NO. 1500 •

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, ARCADIA, FLORIDA
Plan No. 1500

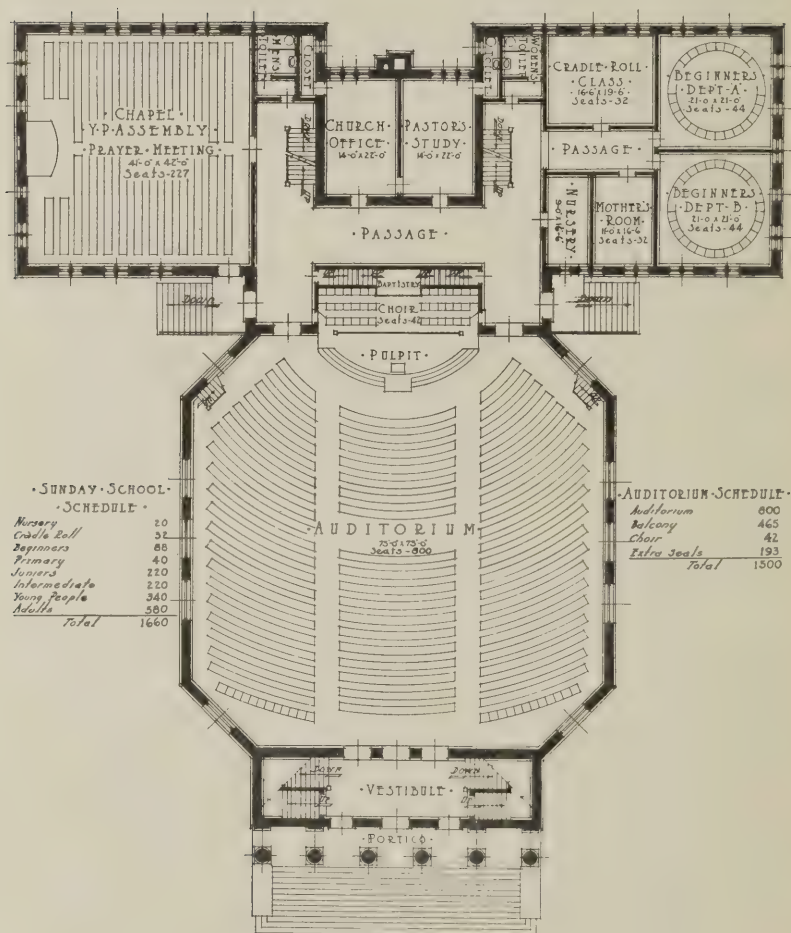


PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, ARCADIA, FLORIDA
Plan No. 1500

Designed by the Architectural Department, Baptist Sunday School Board



ALTERNATE DESIGN SHOWING HOW PLAN NO. 1500 MIGHT BE DEVELOPED
IN THE GOTHIC TYPE
Designed by Ferrand & Fitch, Architects.



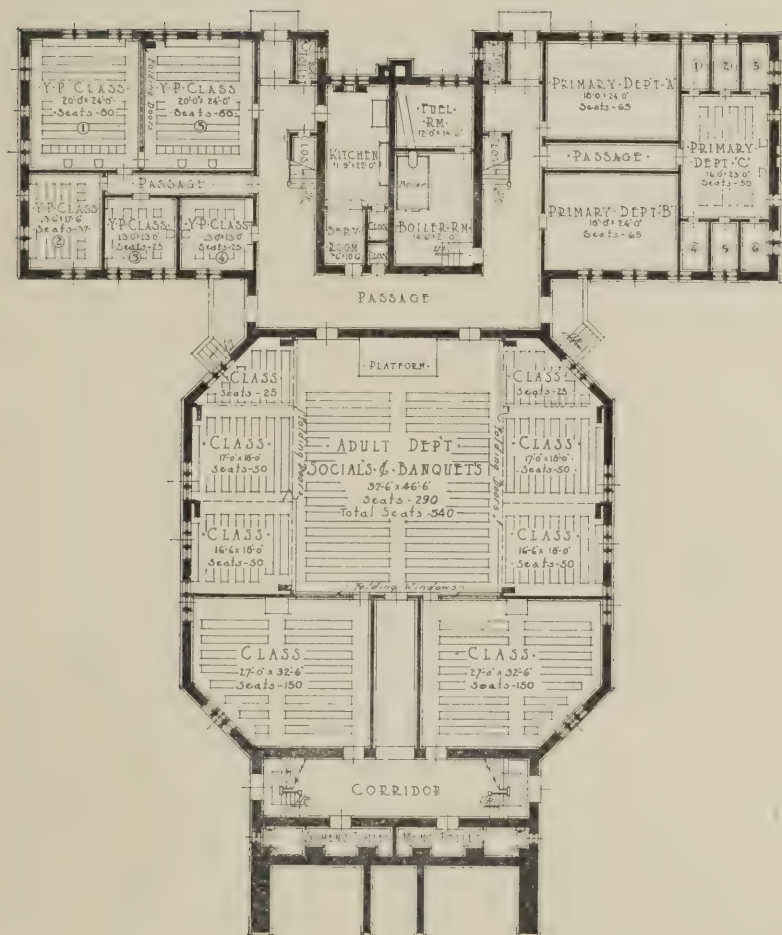
• AUDITORIUM FLOOR PLAN •

Scale 1/8" = 1'-0"

TYPICAL CHURCH DESIGN

Plan No. 1400

(Perspective on page 102)

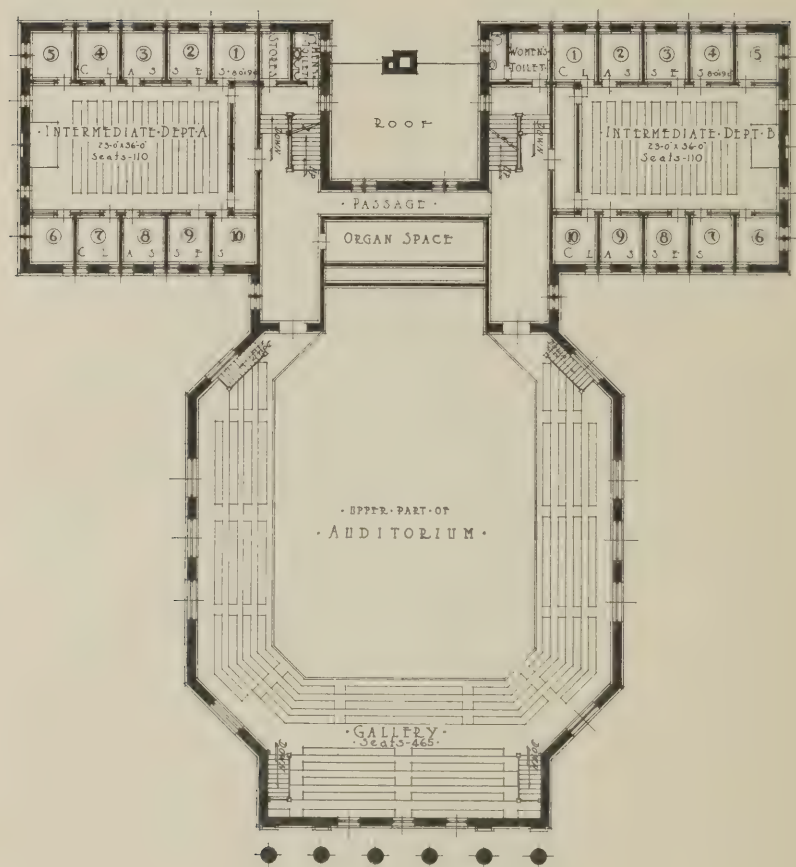


GROUND-FLOOR PLAN.
SCALE  FEET.

SCALE 0 10 20 FEET

TYPICAL CHURCH DESIGN

Plan No. 1400



GALLERY FLOOR PLAN
 SCALE 1/8" = 1'-0"

TYPICAL CHURCH DESIGN
 Plan No. 1400



• THIRD FLOOR PLAN
• SCALE: 1/8" = 1'-0"

TYPICAL CHURCH DESIGN
Plan No. 1400



TYPICAL CHURCH DESIGN

Plan No. 1400

Designed by the Architectural Department, Baptist Sunday School Board

FOR DISCUSSION

Study Plan No. 1201 in contrast with Plan No. 1500.

Contrast the arrangements for Juniors and Intermediates in these two plans and show advantages in each of these arrangements.

Assuming that these designs offer the same capacity at the same cost, which of them on the whole would you prefer? Why?

Indicate the dimensions of the lot which would be required for Plan No. 1500.

Assuming that Plan No. 1400 offers the same capacity and the same cubical content as Plan No. 1500, which of the plans would be more costly? Why?

Why the court in the rear of Plan No. 1500?

Assuming that Plan No. 1500 can be erected for \$200,000.00, what will be the cost per pupil for housing the Sunday school?

XIV.

BUILDING DESIGNS FOR CHURCHES AND SUNDAY SCHOOLS NUMBERING 1000 TO 2000—Continued.

In the last chapter we presented plans which offer Sunday-school space at the rear of the auditorium. We now continue our studies in the problem of finding the ideal location of the Sunday school as it relates to the auditorium.

In the first plan which we now present (No. 1506) we have drawn the wings away from the rear forward alongside of the auditorium, at the same time maintaining the rectangular form for the auditorium. In this plan we are able to offer entrances to the Sunday-school building which face directly the front street; we offer circulating halls on each side and thus relieve possible congestion in the connecting halls. We also offer a wide stretch of building for view from the main front street. We offer a building which because its outline is nearly square may be practicable for lots which are square or nearly so.

In our next plan (No. 1205) we have moved the two wings from the rear and placed them on each side of the front section of the auditorium. This enables us to dispense with back stairways and stair halls as shown in the last design and permits two main stairways to serve both the Sunday-school section and the balcony of the auditorium. We are thus able to dispense with the wide back halls and are permitted to use the front vestibule as the circulating medium both for the Sunday school and for the preaching services. Moreover the hundreds who may wish to enter the auditorium after the Sunday-school session are permitted to enter, as most people would probably wish to do, through the great main doors of the auditorium, instead of having to enter alongside of the pulpit facing the assembling people. A further consideration which cannot fail to have weight is that all

confusion and congestion in the vicinity of the pulpit platform are avoided, thus assuring a quieter and more orderly assembling of the people in the sanctuary. It is felt that the unity of the family may be somewhat conserved in that the whole family may come together to the vestibule in front of the auditorium and from that point make its way to the various departments, later to meet again in the same vestibule and pass together into the auditorium. In the control of the building during the week days, it may seem to be of some advantage to have visitors of all kinds enter from the front portico in view of the church office.

The next plan which we present (No. 1215) is similar to Plan No. 1205. We have brought the stair halls inside of the walls of the main auditorium and have thus reduced the width of the building in front. All of the special features mentioned as regards Plan No. 1205 holds as regards this design. Doors lead directly into the auditorium from the two side wings, offering easy intercommunication between the auditorium and the large rooms thus connected. This will make possible the convenient use of these rooms for after-meetings in evangelism, for the reception of strangers and others on the part of the pastor and the officers of the church after the preaching services, and for other useful ends.

In the matter of assembly rooms observe the gradation: the classroom in the left wing on the main floor will seat one hundred fifty-six; the room on the main floor, right wing, will seat three hundred; the Young People's hall on the ground floor will seat three hundred eighty-seven; the main auditorium on the main floor will seat six hundred fifty; the full capacity of the auditorium is twelve hundred.

For social functions, plays and entertainments, we have the large rooms in the wings on the main floor and the great banquet room offered in the Young People's hall besides a goodly number of other rooms which might be pressed into service.

At the risk of some repetition we sum up some advantages which seem to be offered in this type of building:

The Sunday-school building is taken from the rear of the lot and placed on the main street with direct entrances from that street and from the side street if there is one. Thus large numbers have direct approach to the Sunday-school building instead of having to travel a considerable distance perhaps flanking the main auditorium. Thus also the educational section is permitted to add greater architectural impressiveness to the building.

The entrances from the Sunday-school section of the building are at the front and through the main great doors of the auditorium where they normally should be. Any arrangement such as is offered in the usual T-shaped building which provides entrances from the Sunday-school section to the auditorium on either side of the pulpit platform is almost sure to result in congestion and confusion in the vicinity of the preacher and the choir. When this was suggested to a pastor who ministers in such a building, he said quickly, "I know what that means; I spend the first fifteen minutes of my service every Sunday morning trying to secure quiet and a responsive atmosphere." It is hoped that with the proposed arrangement which places the Sunday school on each side of the front of the auditorium and admits practically all of the people at the front, at least something of the reverence and quiet so much to be desired in our auditoriums will be realized.

The executive offices are thus located in the front of the building near the main street and are thus easily accessible, as they should be, to the general public. Moreover, the church office commands a sweeping view of the main entrance vestibule, thus enabling the occupant of that office to know who is entering or leaving the building at all times in the day. This "control" of the building, especially in down-town centers, may be a matter of very real moment.

Some economies will be apparent to thoughtful observers; (1) One set of stairs is made to serve both for the Sunday-school sections and for the balcony. This enables us to eliminate the set of stairs usually provided especially for the Sunday-school section and may thus result in a saving of many thousands of dollars. (2) The front vestibules serve both the auditorium and

the Sunday-school section; thus we are able to dispense with the spacious additional passages which might otherwise be needed at the other end of the building to serve the Sunday-school section. (3) The sides of the auditorium for a considerable distance are covered by the Sunday-school wings thus reducing the usual expense of costly treatment required by the exposed sides of the auditorium.

One would hardly wish to hazard a prophecy, but if we may judge from the manifest advantages offered by this general plan and by the readiness with which building committees have already adopted it, we may feel reasonably sure that this design at least in its essential features promises to command favorable consideration in the future.

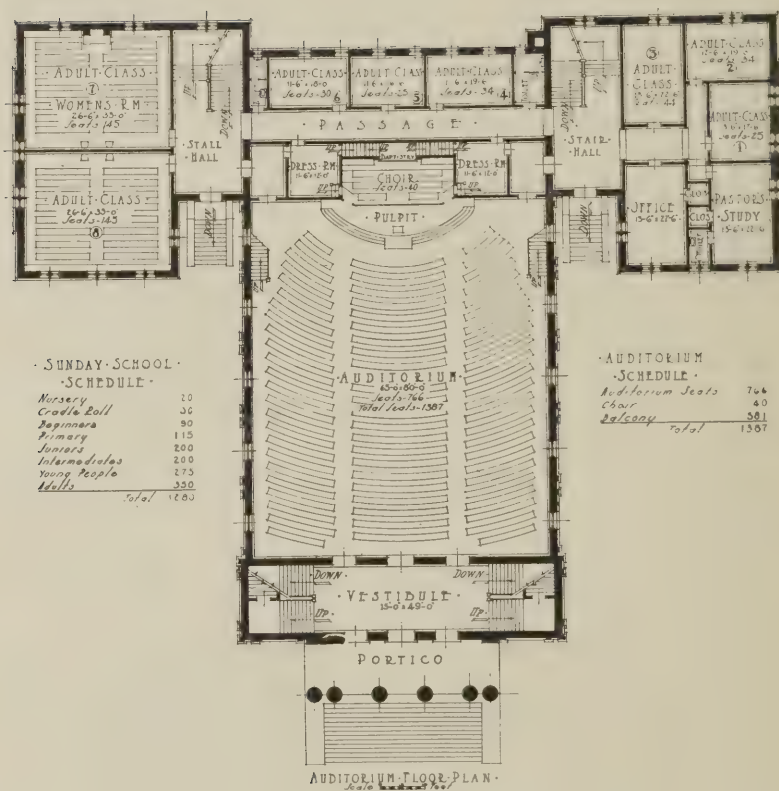
Plans No. 1409 and No. 1214 are designs in which the Sunday-school section is placed on one side of the auditorium.

Plan No. 1207 offers an L-shaped Sunday-school section in the rear of the auditorium. This particular arrangement grew out of a narrow lot facing on three streets, two main streets connected by a less important street.

Plan No. 1505 offers a spacious court which insures ample light and ventilation for the auditorium and the Sunday-school section.

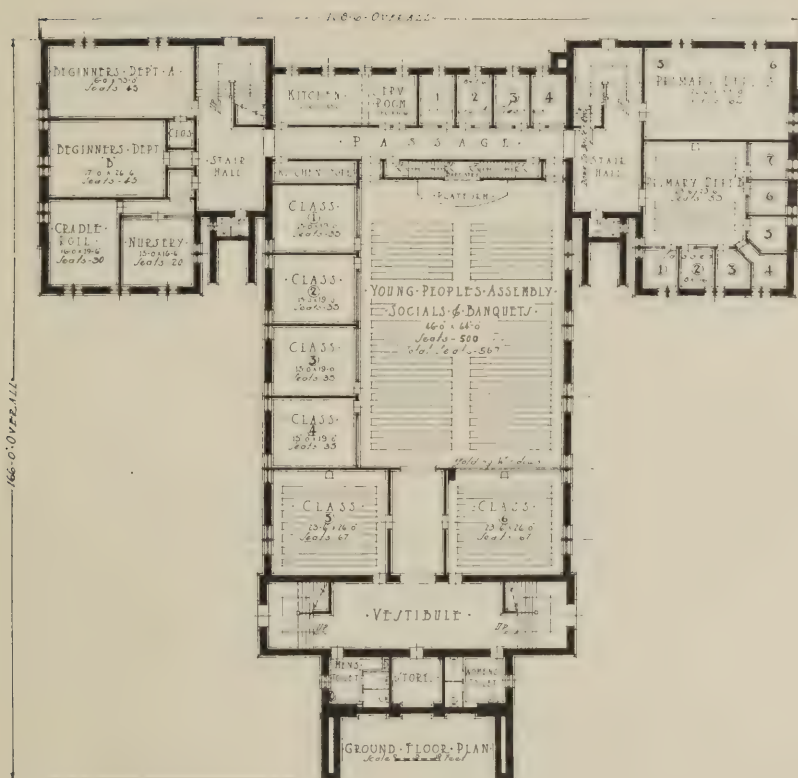
With these last named plans we offer only the perspective view and the main floor plan.

Wide variations are possible in these suggested designs.—Any of the designs offered in the preceding pages may be developed on either larger or smaller lines. Any of them may be arranged to accommodate numbers ranging from 600 up to almost any desired number. In any of these plans the relative numbers provided for in the Sunday-school section and in the main auditorium may be indefinitely readjusted. The architectural type may be developed along any of the traditional lines. We have adopted as a standard for these studies the Classic type. The designs may be developed in the Gothic, the Romanesque, the Spanish, or any other desired style of architecture.

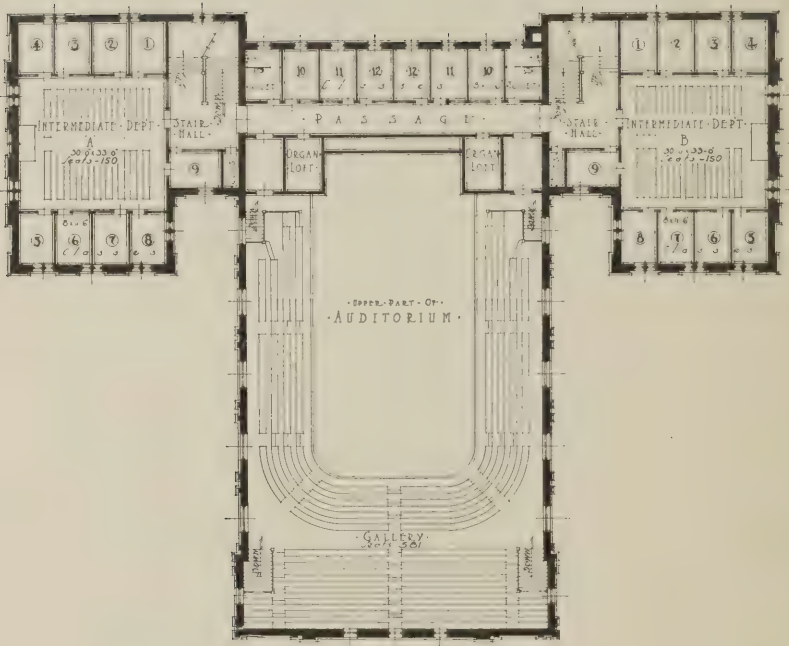


TYPICAL CHURCH PLAN
NO. 1506

(Perspective on page 112)

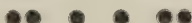
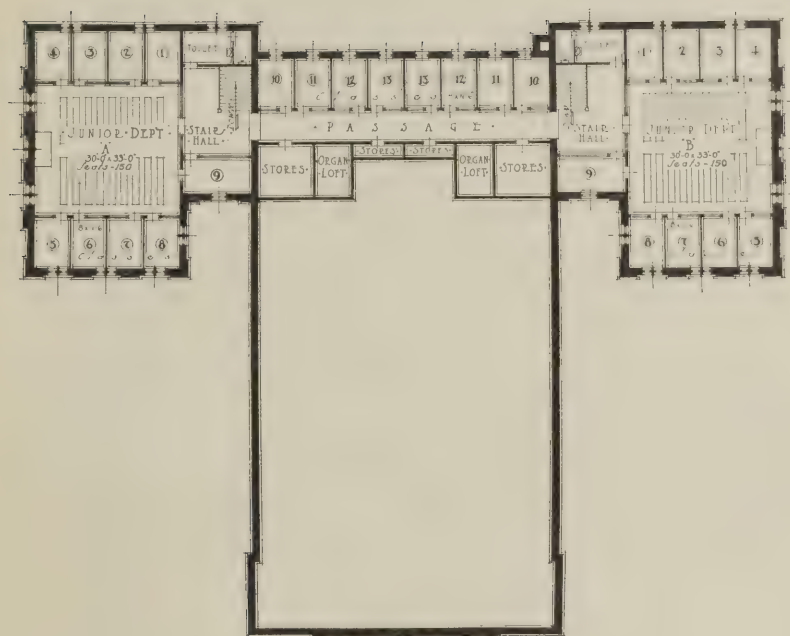


TYPICAL CHURCH PLAN
NO. 1506



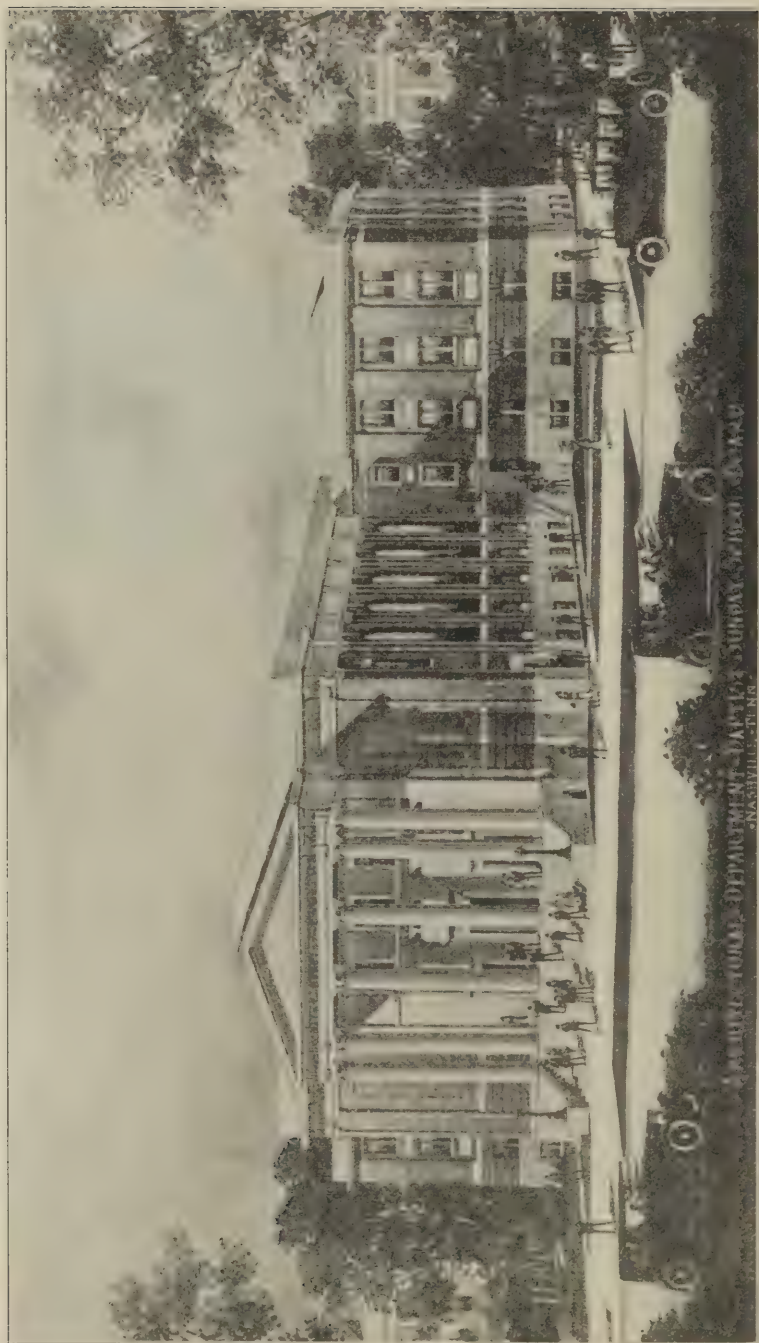
• GALLERY FLOOR PLAN •
Scale 1/8" = 1' - 0"

TYPICAL CHURCH PLAN
NO. 1506



• THIRD FLOOR PLAN •
Scale 1/8" = 1'-0"

TYPICAL CHURCH PLAN
NO. 1506



TYPICAL CHURCH PLAN

NO. 1506

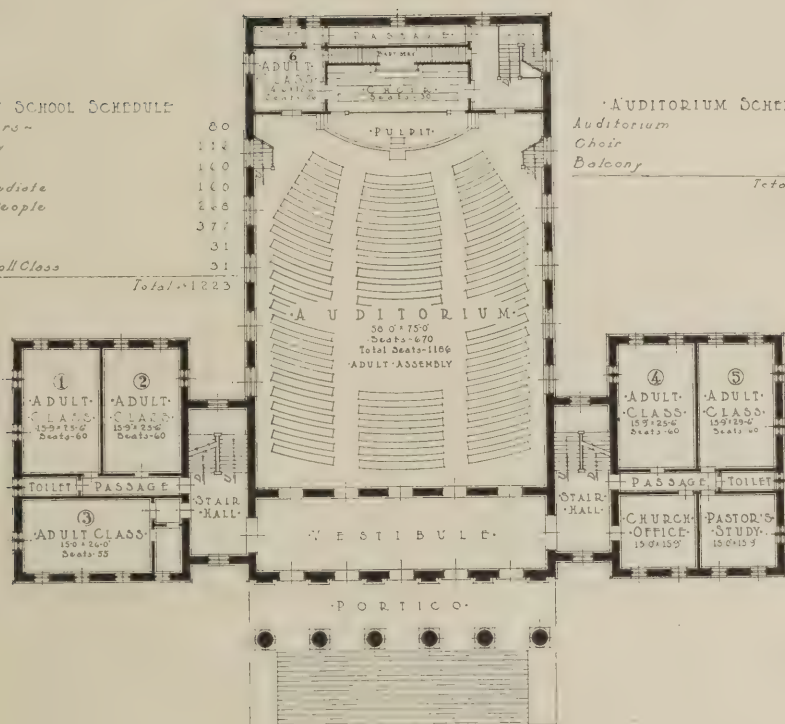
Designed by the Architectural Department, Baptist Sunday School Board

SUNDAY SCHOOL SCHEDULE

Beginners	80
Primary	112
Junior	160
Intermediate	160
Young People	248
Adults	378
Nursery	31
Cradle Roll Class	31
Total - 1223	

AUDITORIUM SCHEDULE

Auditorium	670
Choir	30
Balcony	486
Total - 1186	

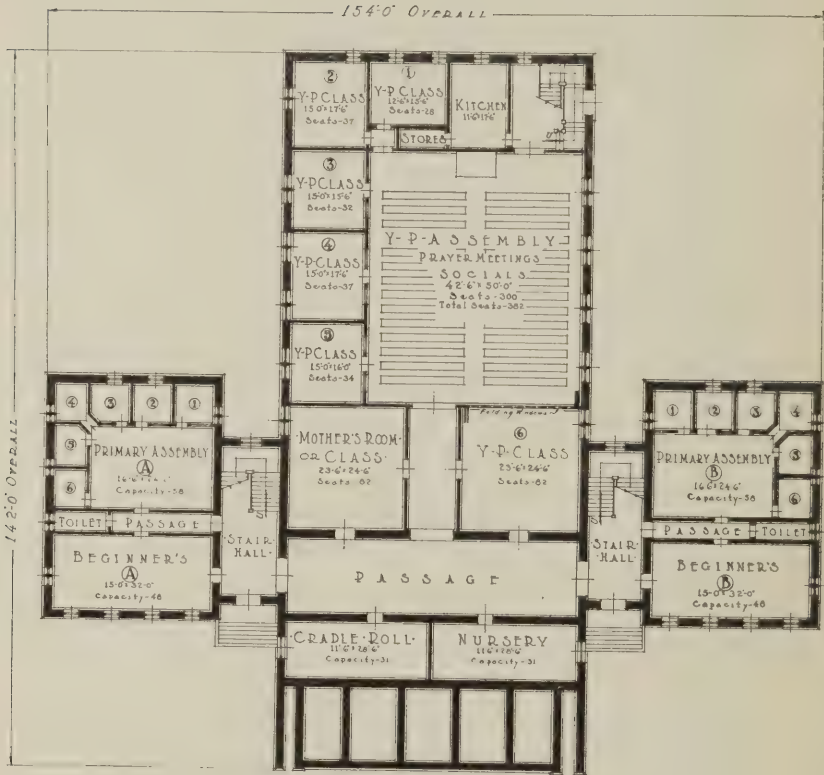


AUDITORIUM FLOOR PLAN
Scale 1" = 10' feet

PRELIMINARY STUDY FOR THE
CRESCENT HILL BAPTIST CHURCH, LOUISVILLE, KENTUCKY

Plan No. 1205

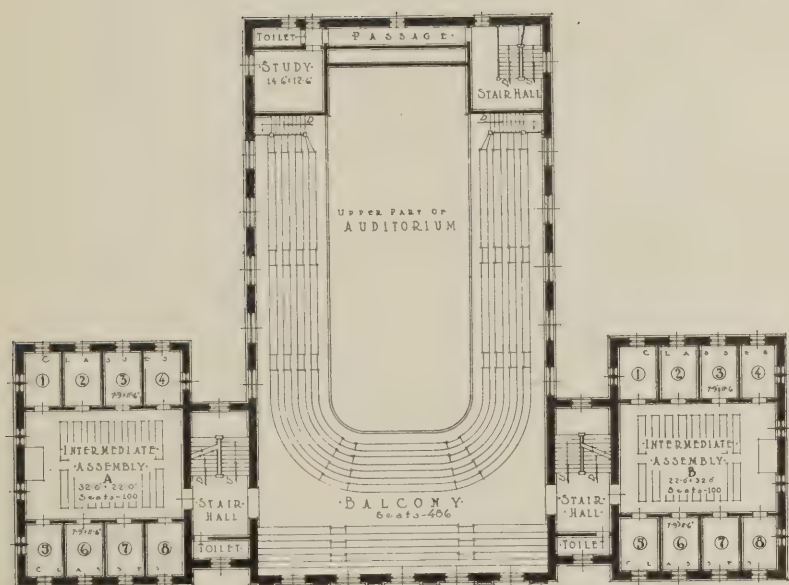
(Front Elevation on page 117)



GROUND FLOOR PLAN

Scale 1/8" = 1'-0"

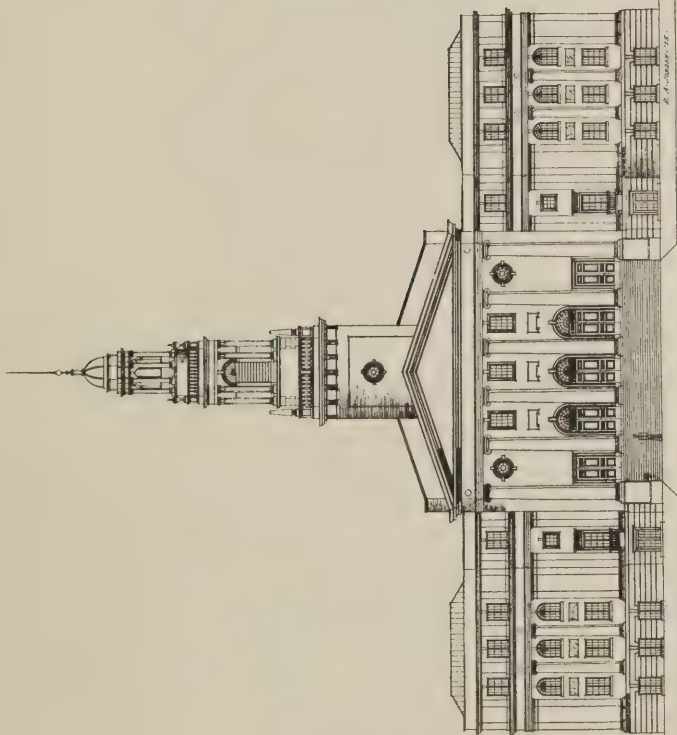
PRELIMINARY STUDY FOR THE
CRESCENT HILL BAPTIST CHURCH, LOUISVILLE, KENTUCKY
Plan No. 1205



BALCONY FLOOR PLAN

Scale 1/8" = 1'-0"

PRELIMINARY STUDY FOR THE
CRESCENT HILL BAPTIST CHURCH, LOUISVILLE, KENTUCKY
Plan No. 1205



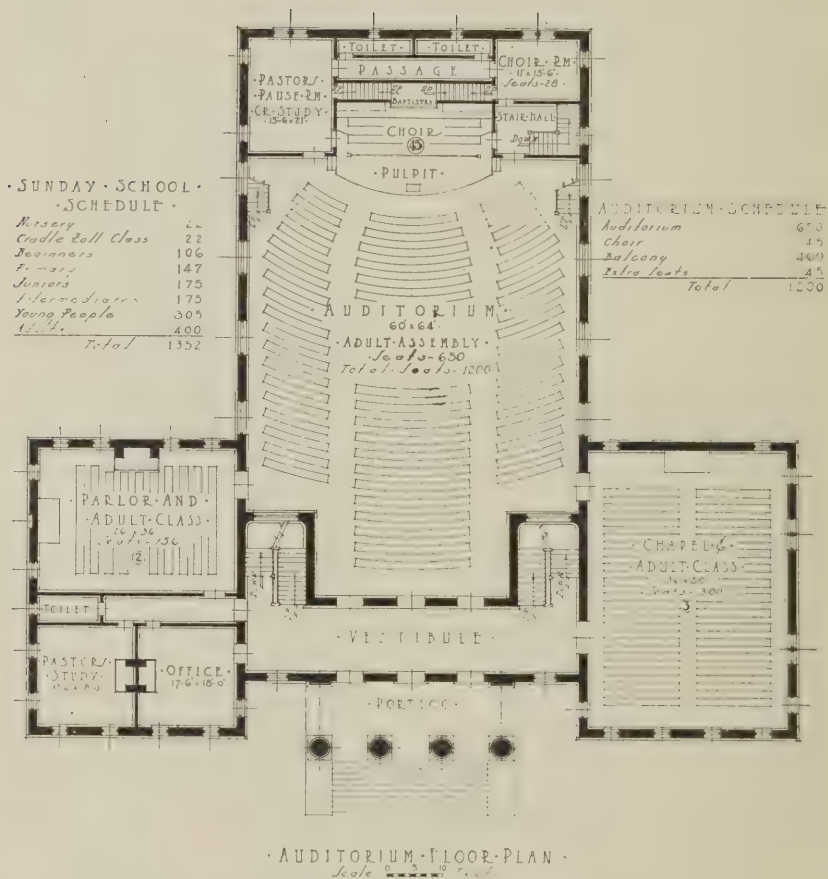
CRESCENT HILL BAPTIST CHURCH,
LOUISVILLE, KENTUCKY.

ARCHITECTURAL ELEVATION
BAPTIST SUNDAY SCHOOL, BAPTIST
NASHVILLE, TENN.

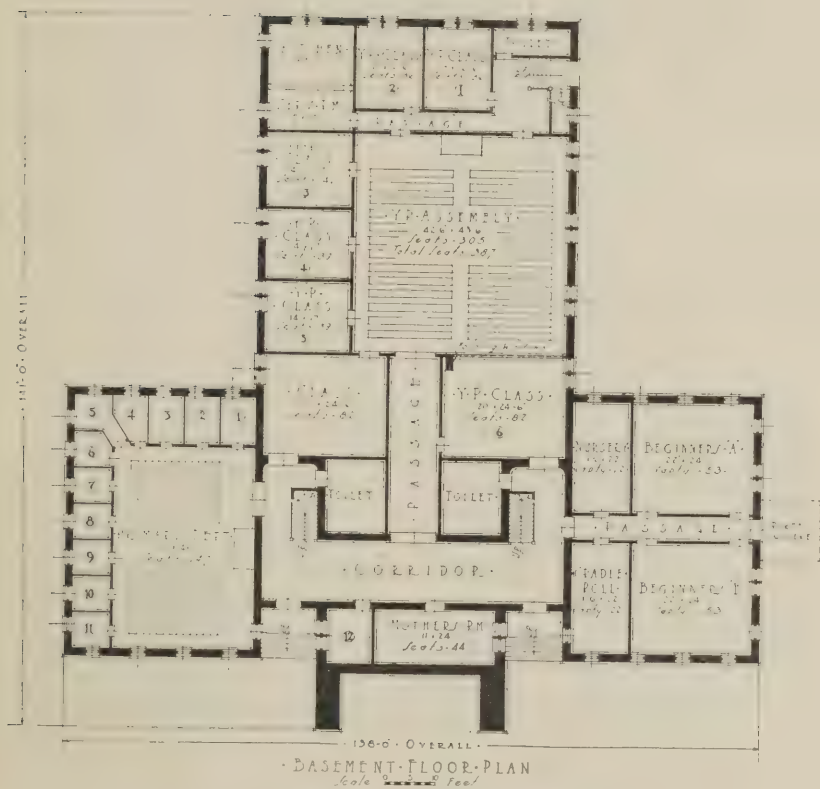
PRELIMINARY STUDY FOR THE CRESCENT HILL BAPTIST CHURCH, LOUISVILLE, KENTUCKY

Plan No. 1205

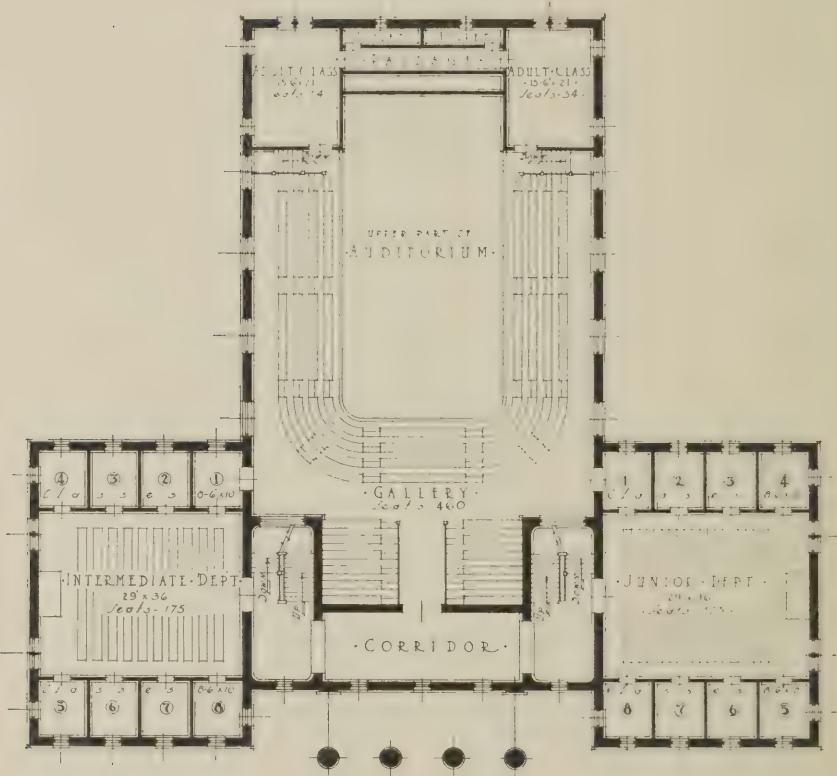
Designed by the Architectural Department, Baptist Sunday School Board



PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, HIGH POINT, NORTH CAROLINA
NO. 1215
(Front Elevation on page 122)

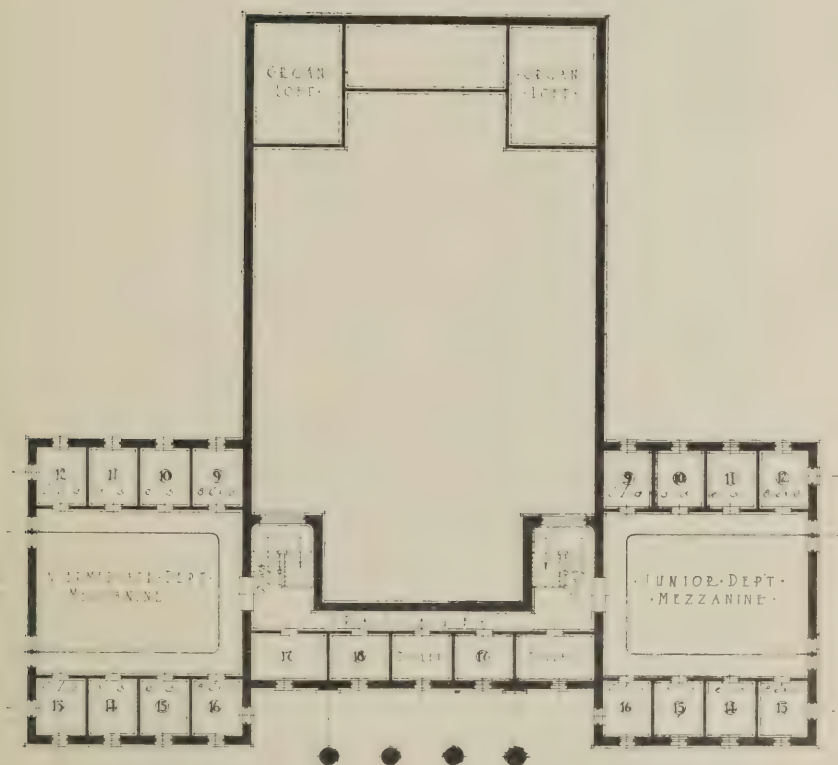


PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, HIGH POINT, NORTH CAROLINA
NO. 1215



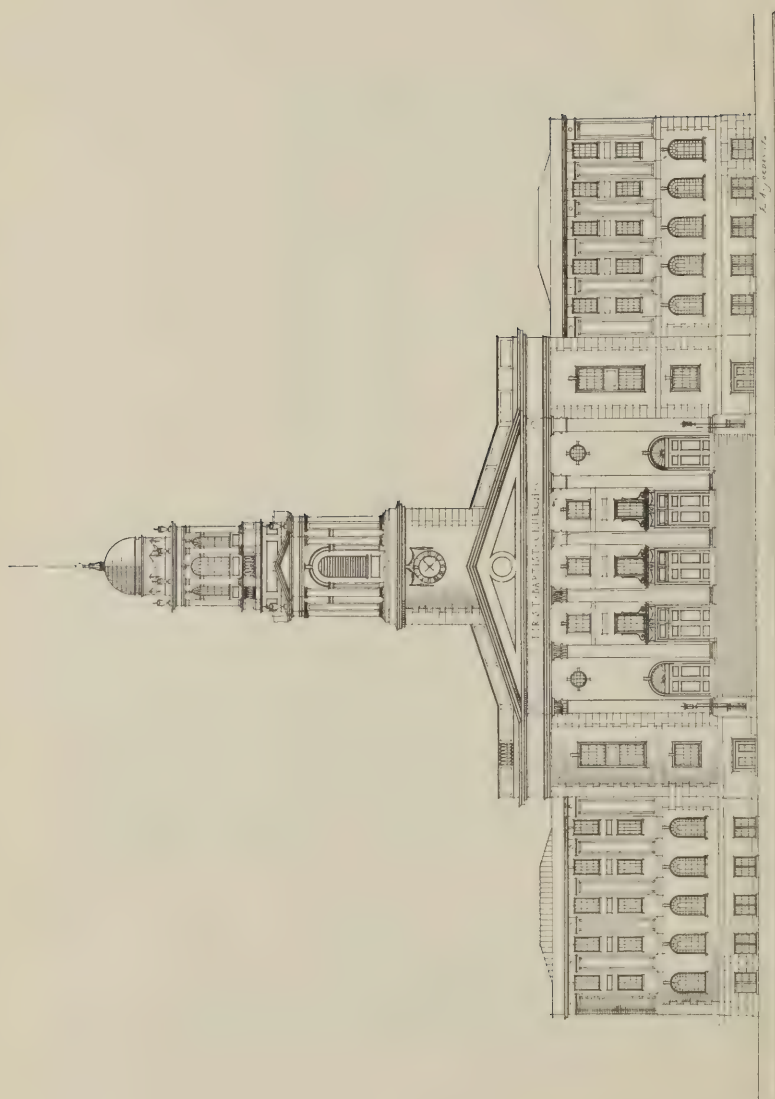
GALLERY-FLOOR-PLAN
Scale 1/8" = 1'-0"

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, HIGH POINT, NORTH CAROLINA
NO. 1215



· MEZZANINE FLOOR PLAN ·
Scale 0' 1" 2' 3' 4' 5' 6' 7' 8' 9' 10'

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, HIGH POINT, NORTH CAROLINA
NO. 1215

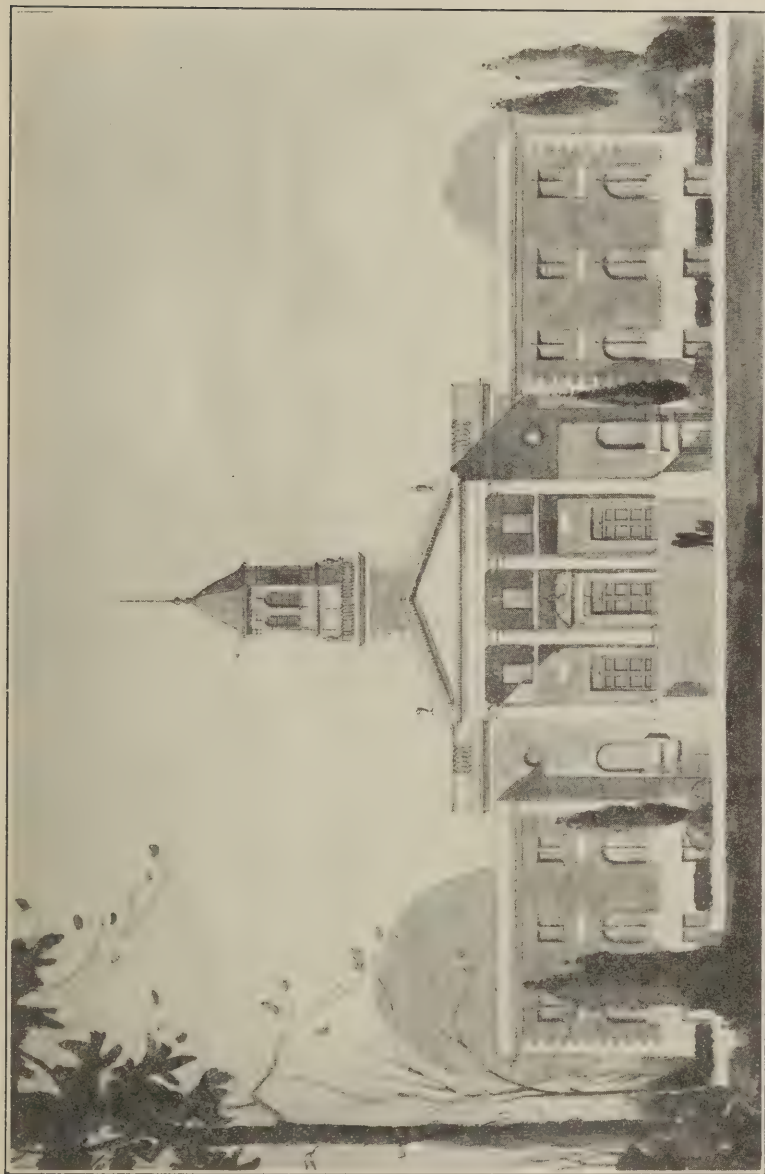


First Baptist Church, High Point, N. C.

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, HIGH POINT, NORTH CAROLINA

NO. 1215

Designed by the Architectural Department, Baptist Sunday School Board

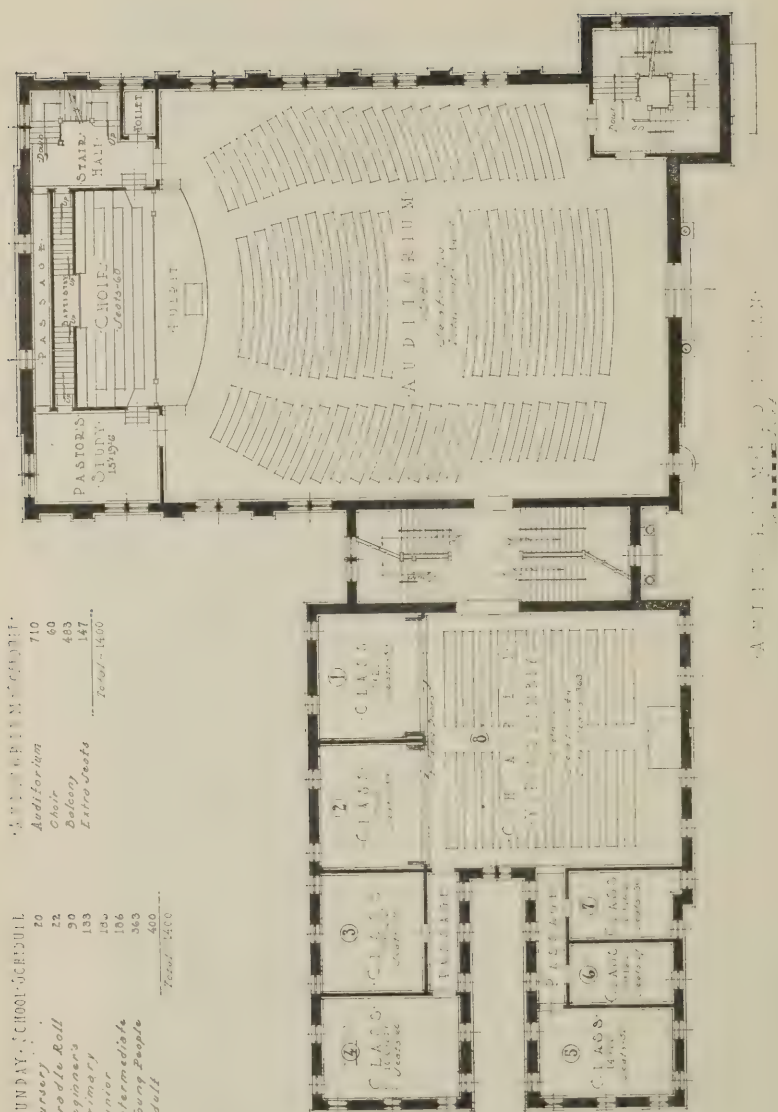


PRELIMINARY STUDY FOR THE
CENTRAL BAPTIST CHURCH, ALBANY, ALABAMA
Plan No. 913

This building is the same type as No. 1215, but is smaller, offering capacity of 900 in the auditorium and 900 in the Sunday school.

SUNDAY SCHOOL	
Nursery	20
Cradle Roll	22
Beginners	90
Primary	133
Junior	130
Intermediates	106
Young People	363
Adult	400
Total	1400

SUNDAY SCHOOL	
Auditorium	710
Choir	40
Balcony	483
Intro Seats	141
Total	1400

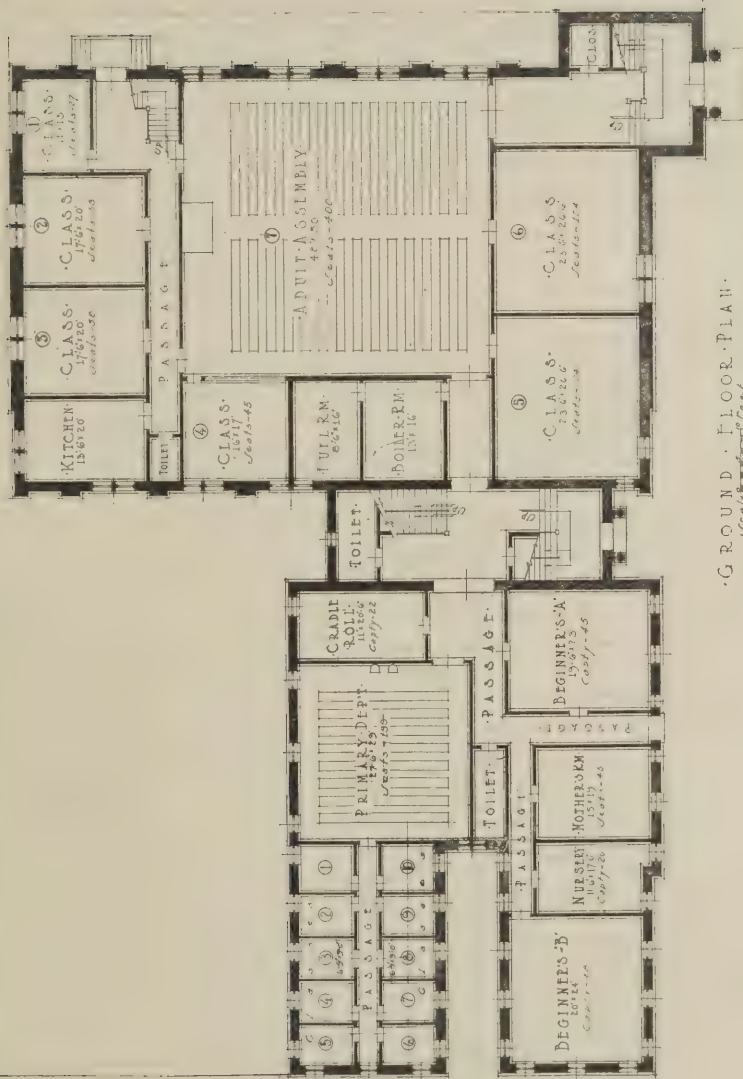


TYPICAL CHURCH PLAN
SPANISH TYPE

Plan No. 1409
(Perspective on page 128)

170'-6" OVERALL

112'-0" OVERALL

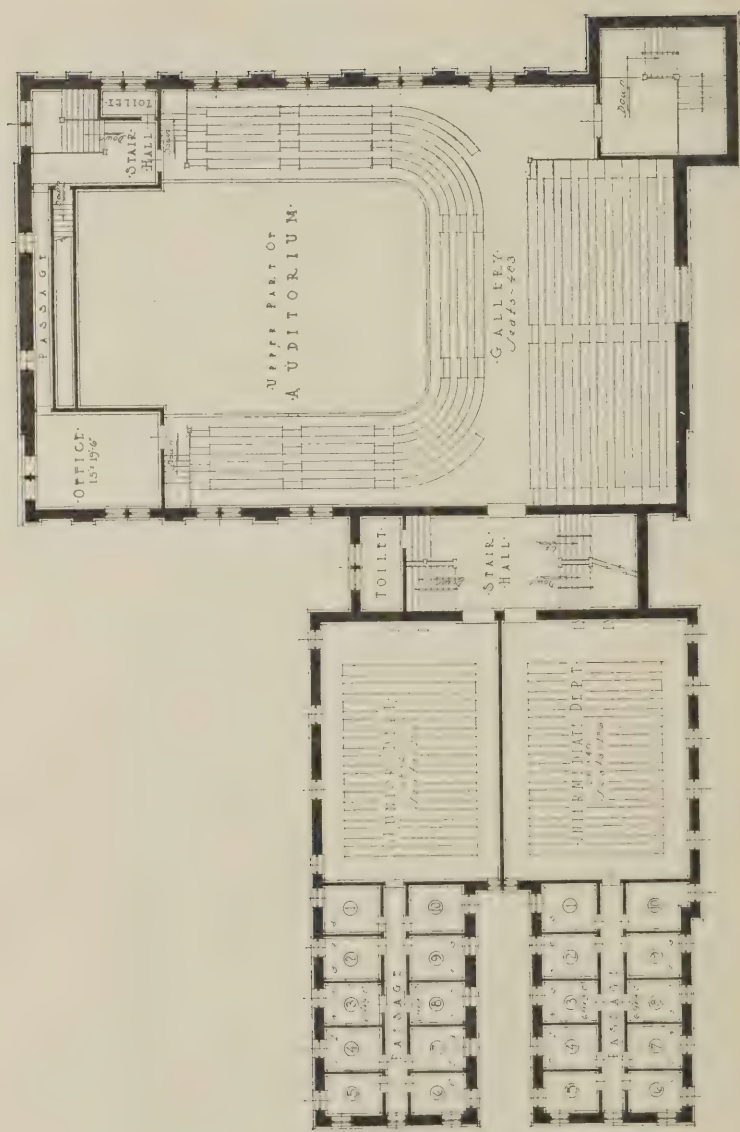


GROUND FLOOR PLAN

Sealed and Signed

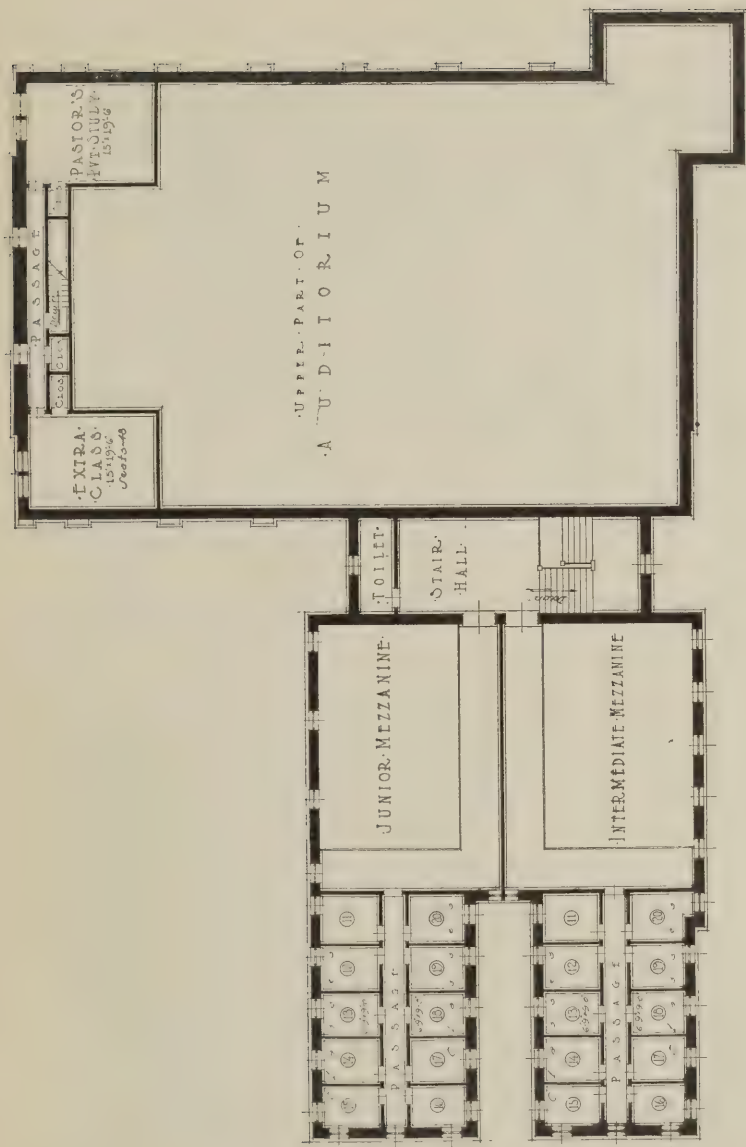
TYPICAL CHURCH PLAN

NO. 1409



GALLERY-FLOOR PLAN
See also p. 100.

TYPICAL CHURCH PLAN
 NO. 1409



MEZZANINE FLOOR PLAN
Scale of Feet

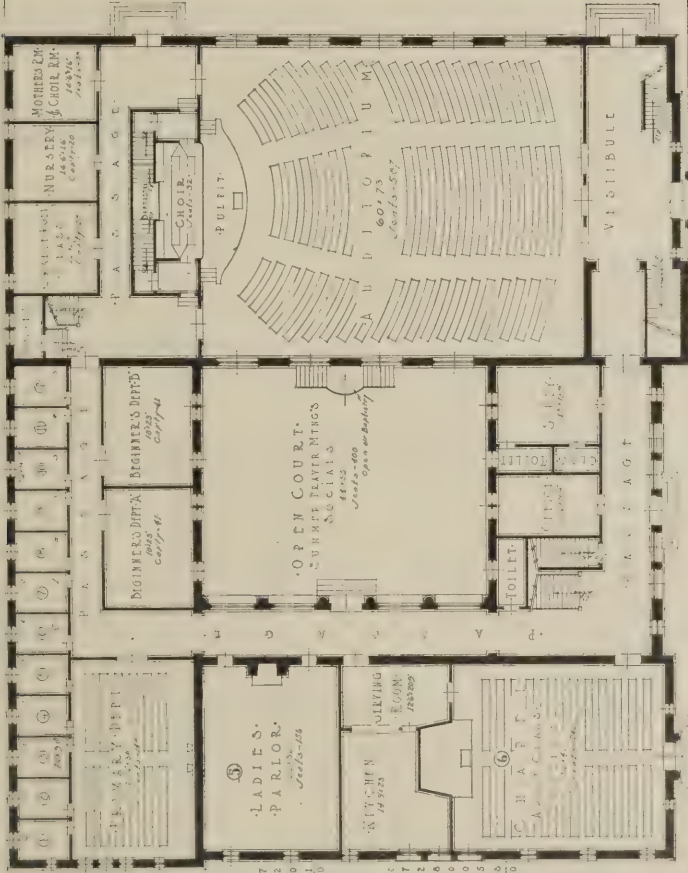
TYPICAL CHURCH PLAN
No. 1409



TYPICAL CHURCH PLAN

NO. 1409

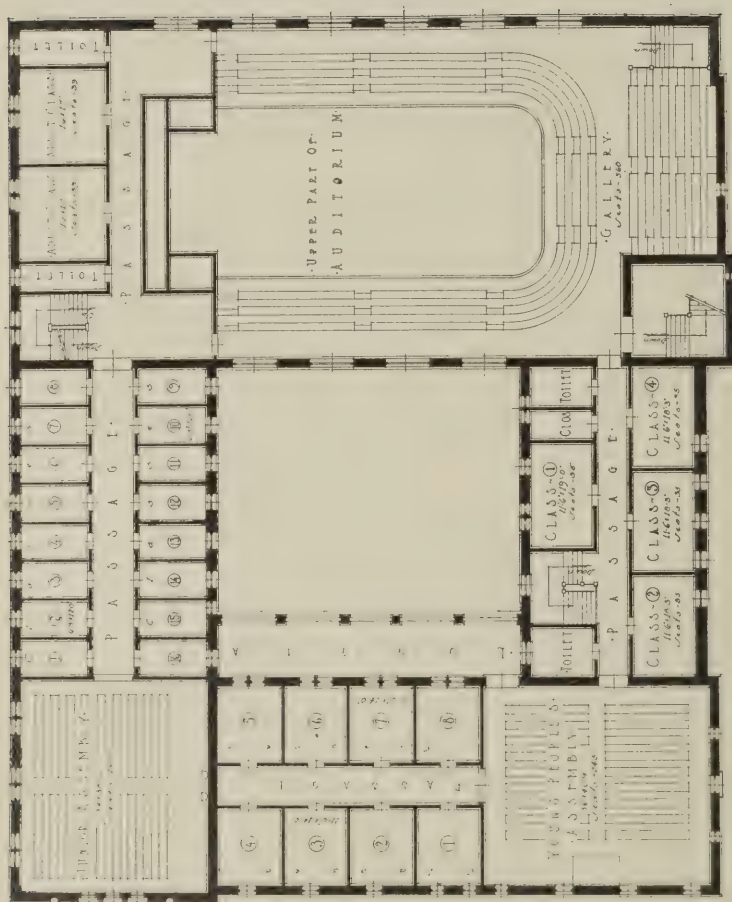
Designed by the Architectural Department, Baptist Sunday School Board



AUDITORIUM SCHEDULE
 Auditorium Seats 587
 Choir 32
 Balcony 340
 Extra Seats 121
Total - 1100

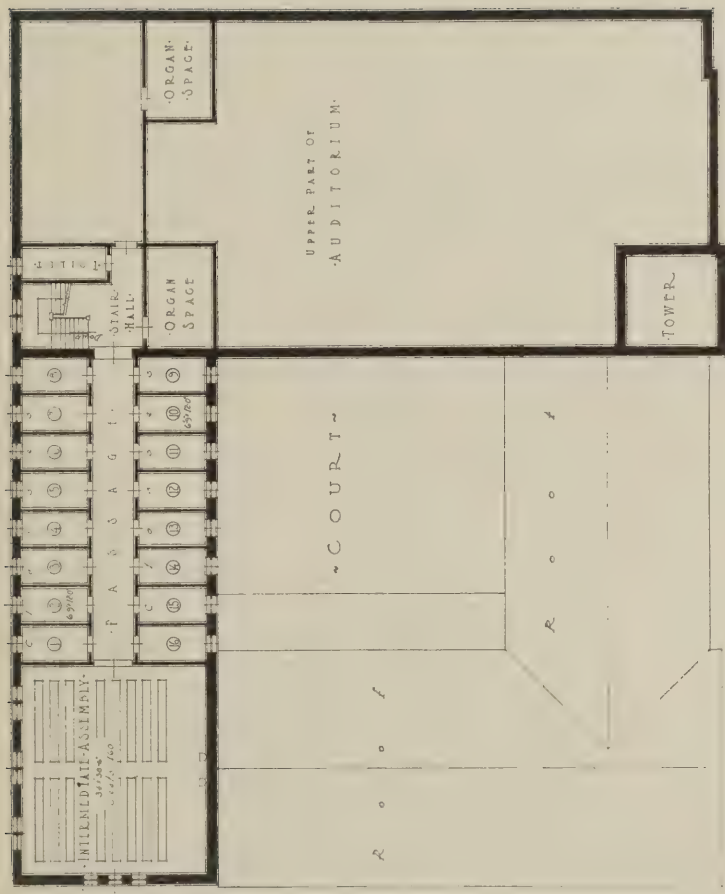
CHURCH SCHOOL SCHEDULE
 Nursery 25
 Preschool 27
 Grade 1-8 82
 Beginners 146
 Primary 146
 Junior 146
 Intermediate 146
 Young People 245
 Adults 450
Total - 1300

PRELIMINARY STUDY FOR THE
 WORNALL ROAD BAPTIST CHURCH, KANSAS CITY, MISSOURI
 Plan No. 1214
 (Alternate front elevations on pages 132 and 133)



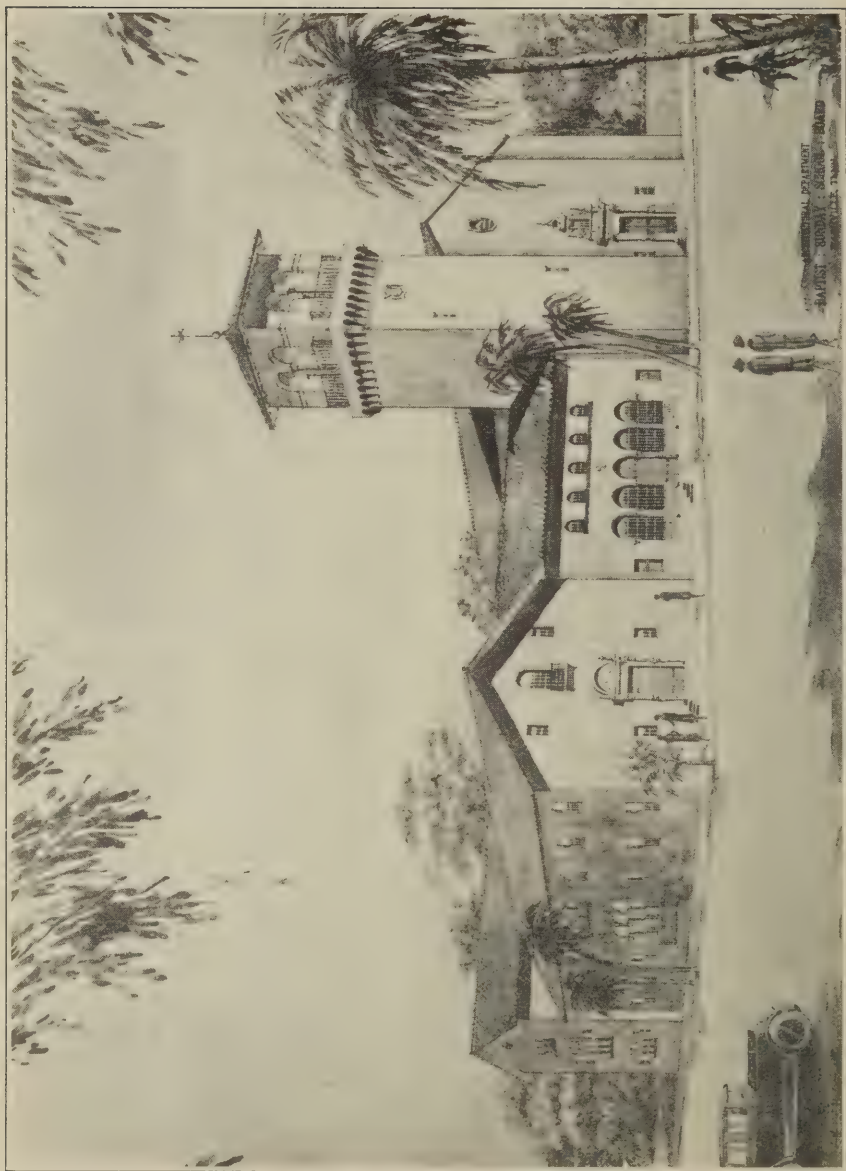
PALCONY FLOOR PLAN
Scale 1/8" = 1'-0"

PRELIMINARY STUDY FOR THE
 WORNALL ROAD BAPTIST CHURCH, KANSAS CITY, MISSOURI
 Plan No. 1214



THIRD FLOOR PLAN

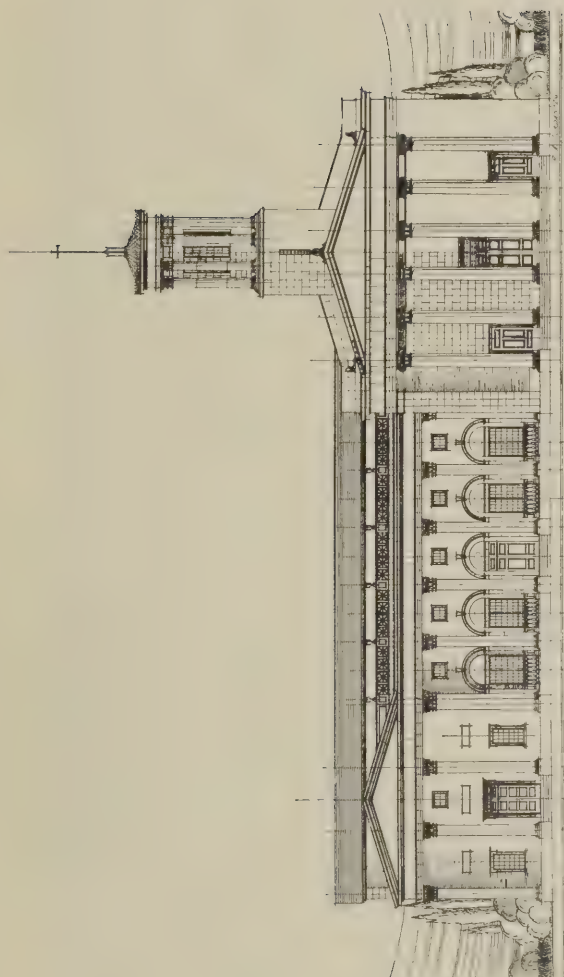
PRELIMINARY STUDY FOR THE
WORNALL ROAD BAPTIST CHURCH, KANSAS CITY, MISSOURI
Plan No. 1214



PRELIMINARY STUDY FOR THE
WORNALL ROAD BAPTIST CHURCH, KANSAS CITY, MISSOURI

Plan No. 1214

Designed by the Architectural Department, Baptist Sunday School Board.



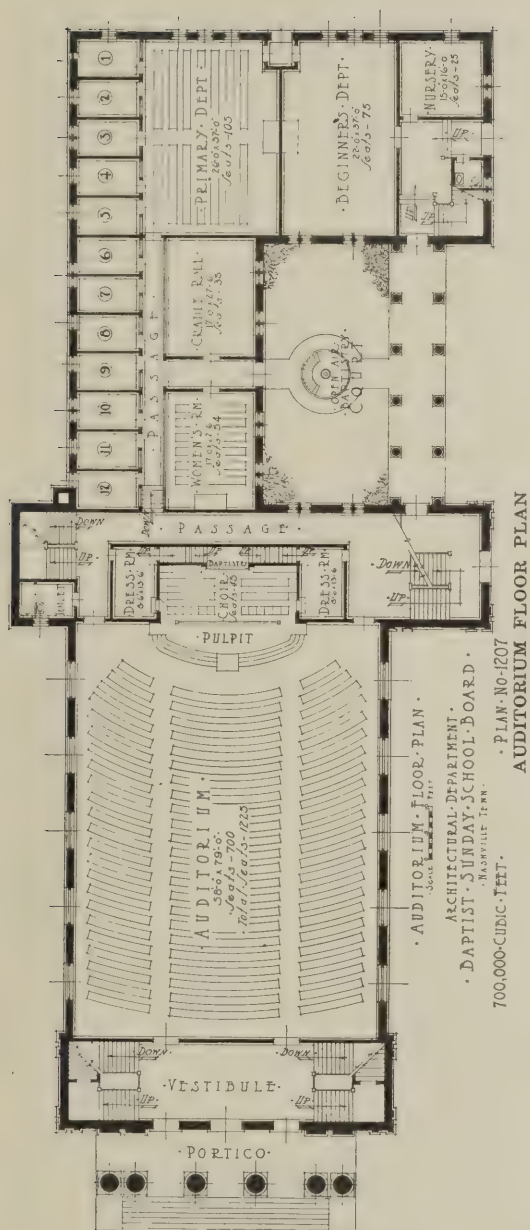
AMERICAN BOARD
BAPTIST SUNDAY SCHOOL BOARD
KANSAS CITY, MISSOURI

ALTERNATE FRONT ELEVATION
PRELIMINARY STUDY FOR THE
WORNALL ROAD BAPTIST CHURCH, KANSAS CITY, MISSOURI
Plan No. 1214

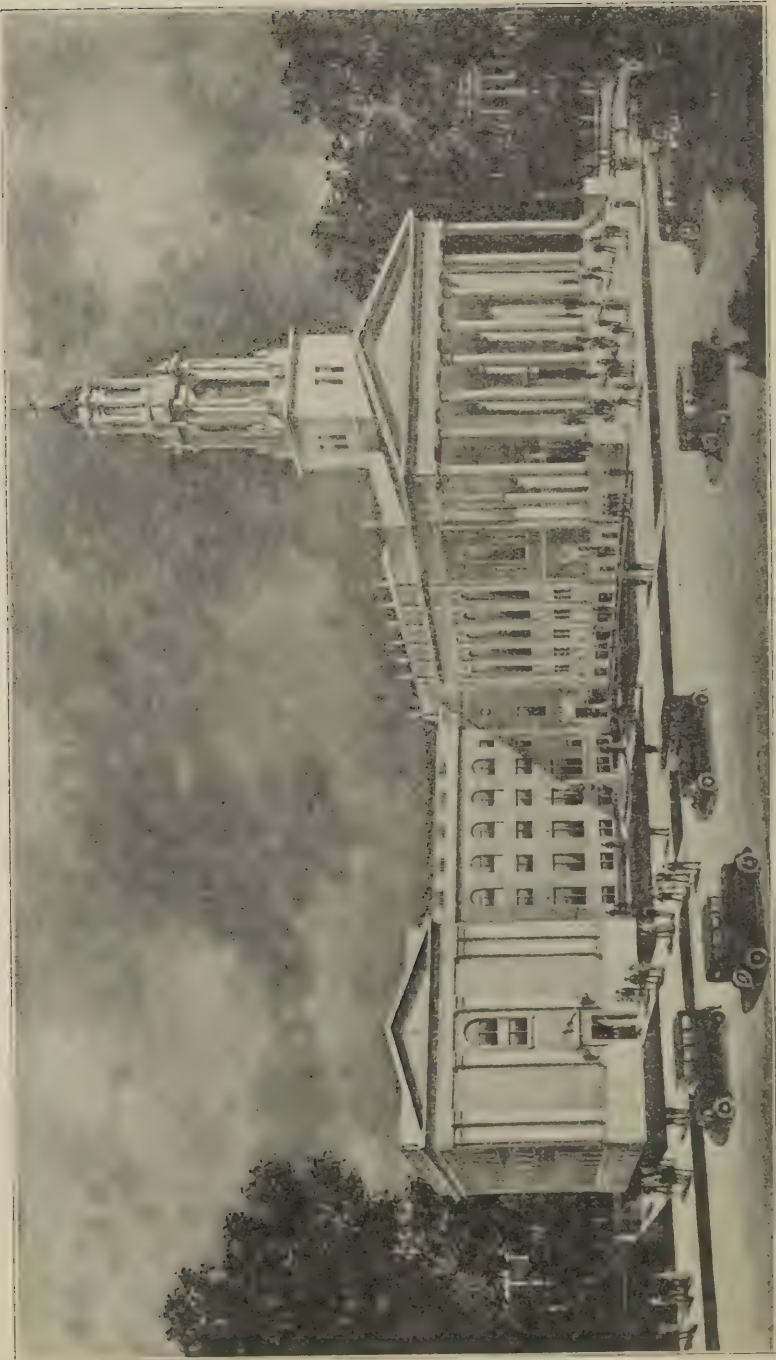


PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, DELAND, FLORIDA

Plan No. 1207
Designed by the Architectural Department, Baptist Sunday School Board



PLAN No. 1207
 AUDITORIUM FLOOR PLAN
 PRELIMINARY STUDY FOR THE
 FIRST BAPTIST CHURCH, DELAND, FLORIDA
 Plan No. 1207



PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, MCKINNEY, TEXAS
Plan No. 1505
Designed by the Architectural Department, Baptist Sunday School Board

AUDITORIUM FLOOR PLAN

SCALE 0 5 10 15 20 FEET

MAIN FLOOR

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, McKINNEY, TEXAS
Plan No. 1505

FOR DISCUSSION

Which of the Plans offered in this chapter and the last provides most nearly the ideal location for the Sunday school? Why?

Which of these Plans would in your judgment offer the most beautiful and impressive building? Why?

Under what condition would Plan 1207 be an especially suitable design?

What lot space would be required for Plan 1215? Indicate some advantages and some possible disadvantages in this plan.

Contrast Plan 1409 with Plan 1214; which of these plans would on the whole be preferable? Why?

XV.

BUILDING DESIGNS FOR CHURCH AND SUNDAY SCHOOLS NUMBERING 3000 to 5000

We present in this chapter drawings which suggest methods of housing very large numbers in the Sunday school.

Many forward-looking pastors are now using the Sunday school as a chief agency for the building of the local church. In justification of this method of building the church we may name the following considerations:

The Sunday school offers a complete organization.

The Sunday school offers the sanest and the most fruitful agency for evangelism the world has ever known.

The Sunday school provides the widest possible field for enlistment.

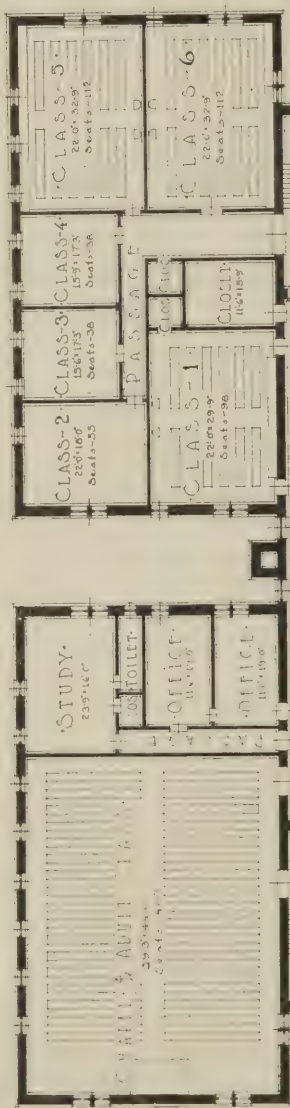
The Sunday school must be largely depended on for the cultivation and maintenance of Bible study.

The Sunday school has proved a most effective means for securing attendance at the preaching services.

The Sunday school offers the widest opportunity for practical ministries.

Because the Sunday school makes contributions along these various vital lines, the Sunday school has come to be regarded as a prime factor in the building of churches.

We present first a plan which offers housing for a church and Sunday school numbering 3000. Second, we offer a proposed enlargement of this plan which will accommodate a Sunday school of 5000; in this latter case we present only the floor given to Intermediates, which offers four assembly rooms and seventy-two class rooms. The floor above for Juniors would be a duplicate of this floor. The two floors below would be arranged very much as in Plan 3000, only on an enlarged scale.



P A S S A G E

AUDITORIUM SCHEDULE

300
50
Total - 3000

AUDITORIUM FLOOR PLAN
Scale 1/4" = 1' - 0"

ARCHITECTURAL DEPARTMENT
BAPTIST SUNDAY SCHOOL BOARD
NASHVILLE, TENN.

PLAN NO-3000

TYPICAL CHURCH PLAN
OFFERING CAPACITY OF 3000
Plan No. 3000

167'3" OVERALL



GROUND FLOOR PLAN.

Scale 1/8" = 1'-0"

ARCHITECTURAL DEPARTMENT
BAPTIST SUNDAY SCHOOL BOARD

NASHVILLE, TENN.

PLAN NO. 3000

TYPICAL CHURCH PLAN
OFFERING CAPACITY OF 3000
Plan No. 3000

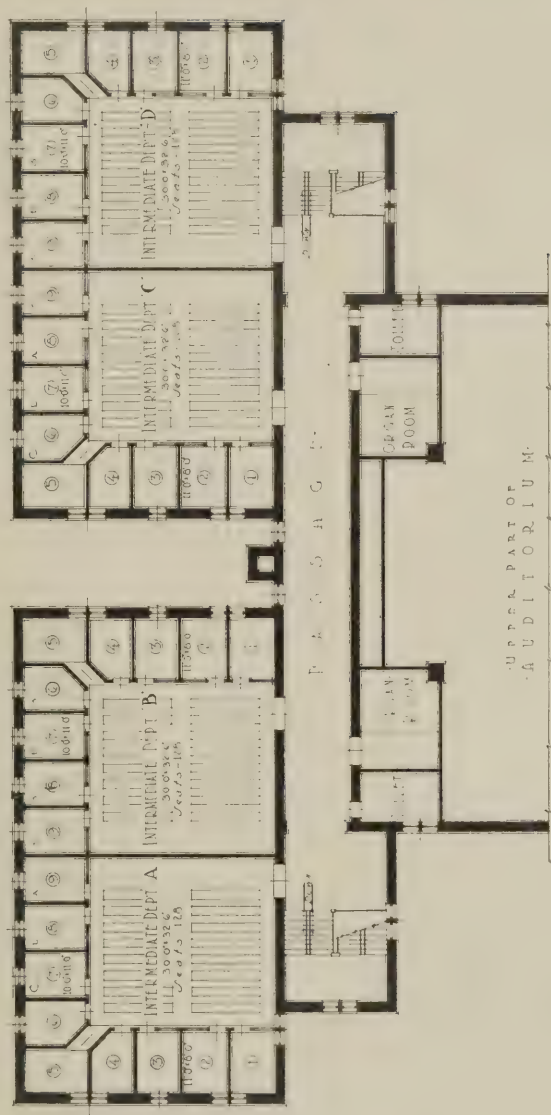


GALLERY FLOOR PLAN
Scale 1/4" = 1'-0"

ARCHITECTURAL DEPARTMENT.
BAPTIST SUNDAY-SCHOOL BOARD.
NASHVILLE, TENN.

TYPICAL CHURCH PLAN
OFFERING CAPACITY OF 3000
Plan No. 3000

PLAN NO. 3000.

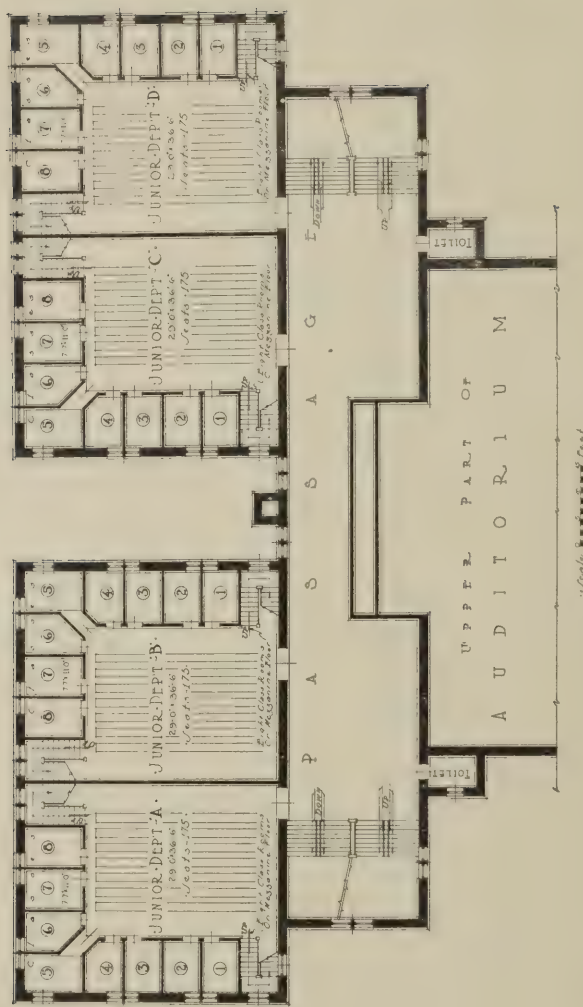


THIRD FLOOR PLAN
Scale 1/8" = 1'-0"

ARCHITECTURAL DEPARTMENT
BAPTIST SUNDAY SCHOOL BOARD

PLAN NO. 3000

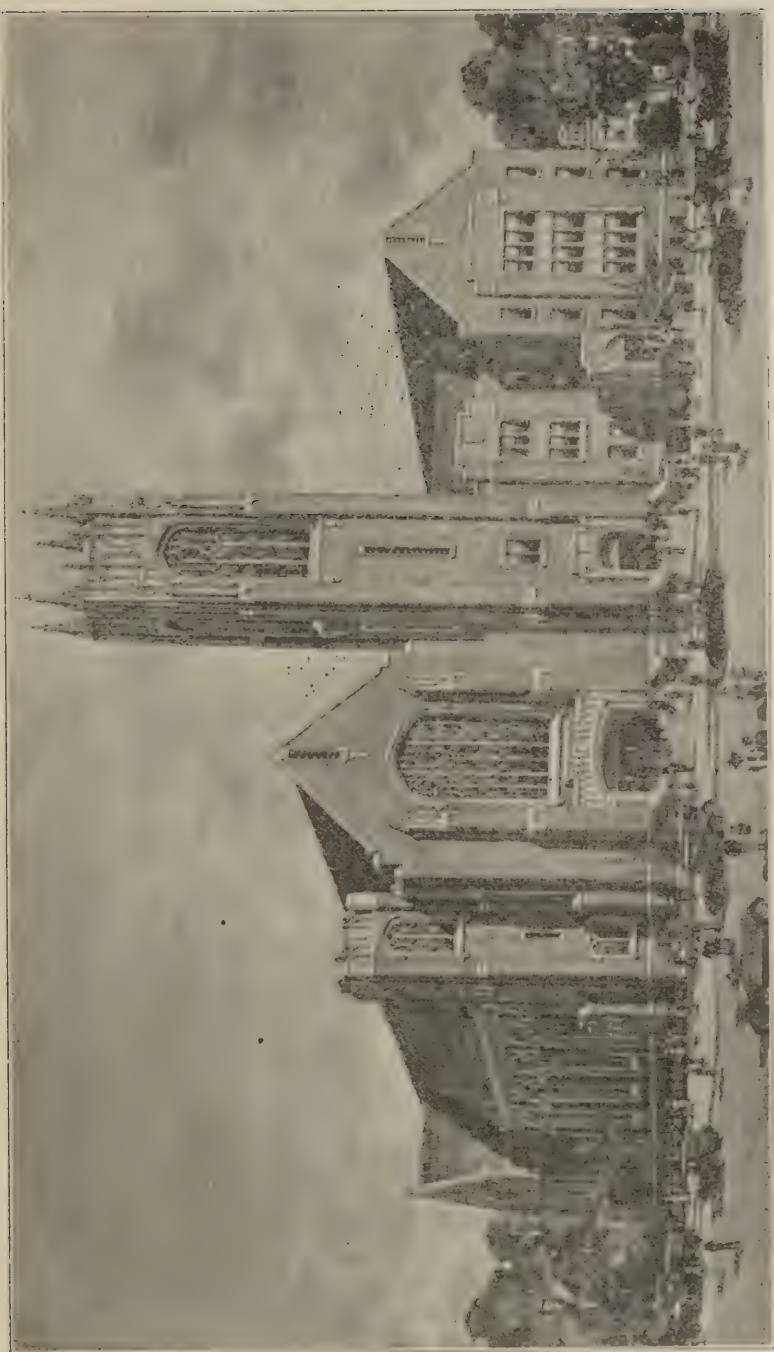
TYPICAL CHURCH PLAN
OFFERING CAPACITY OF 3000
Plan No. 3000



TYPICAL CHURCH PLAN
OFFERING CAPACITY OF 5000

Plan No. 5000

(This floor offers four Junior departments with sixty-four Junior classrooms. For arrangement of other floors see page 139.)



THE FIRST METHODIST CHURCH, DALLAS, TEXAS

The R. H. Hunt Company, Architects

FOR DISCUSSION

Name some considerations which may seem to justify the use of the Sunday school as a chief agency in the building of a local church.

Tell something of very large church and Sunday-school buildings which may have come under your observation.

Are large churches likely to be less efficient in their varied ministries than small churches?

Criticize Plan No. 3000 as a plant for housing a church and its Sunday school.

XVI

BUILDING DESIGNS FOR CHURCHES AND SUNDAY SCHOOLS NUMBERING 500 TO 1000

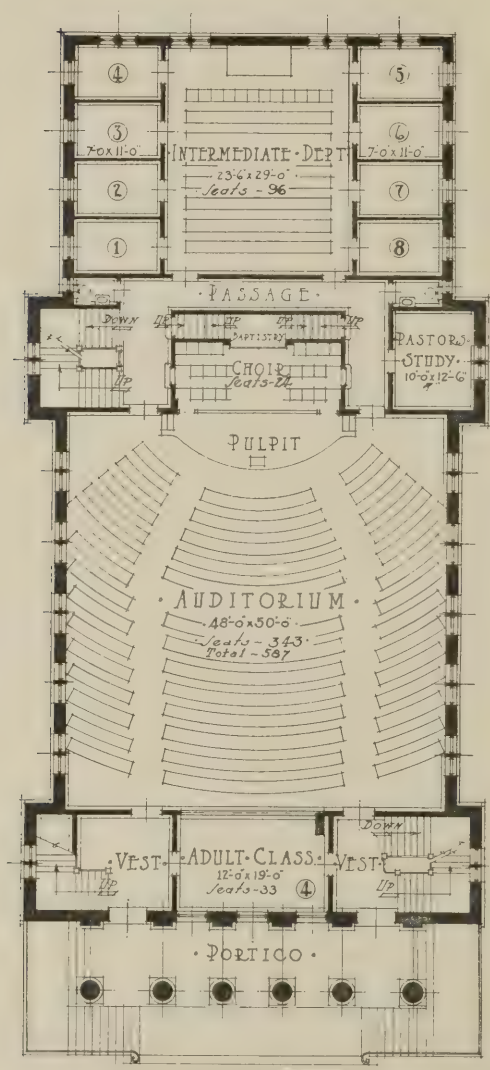
We present in this chapter designs which range in capacity from 500 to 1000. Recognizing the necessity for the utmost economy which so often exists in planning these buildings, we have sought in some of these designs to offer large results at reasonable cost. For example, we have contented ourselves with one large main stairway instead of the two usually shown leading up through the Sunday-school section of the building. This one stairway is made large enough in each case to meet all the demands which may be made upon it. In the larger buildings, small stairways are provided on each side of the pulpit platform in the auditorium and these will supplement the one large stairway provided in the Sunday-school section. Besides this we have practised careful economies in the arrangement and allotment of space for the departments.

Plan No. 506 represents an effort to secure provision for a fully graded and departmentized Sunday school within the least possible space.

Plan No. 603 offers exceptionally large provisions at a minimum of cost. Alternate developments in the Gothic and the Classic type are offered for this plan.

Plan No. 606 houses smaller numbers than Plan No. 603, but offers more nearly ideal provisions.

Plan No. 910 offers a court which under certain conditions may seem desirable. Here we offer a pastor's home which in architectural type blends with the church building and thus offers a complete church plant.



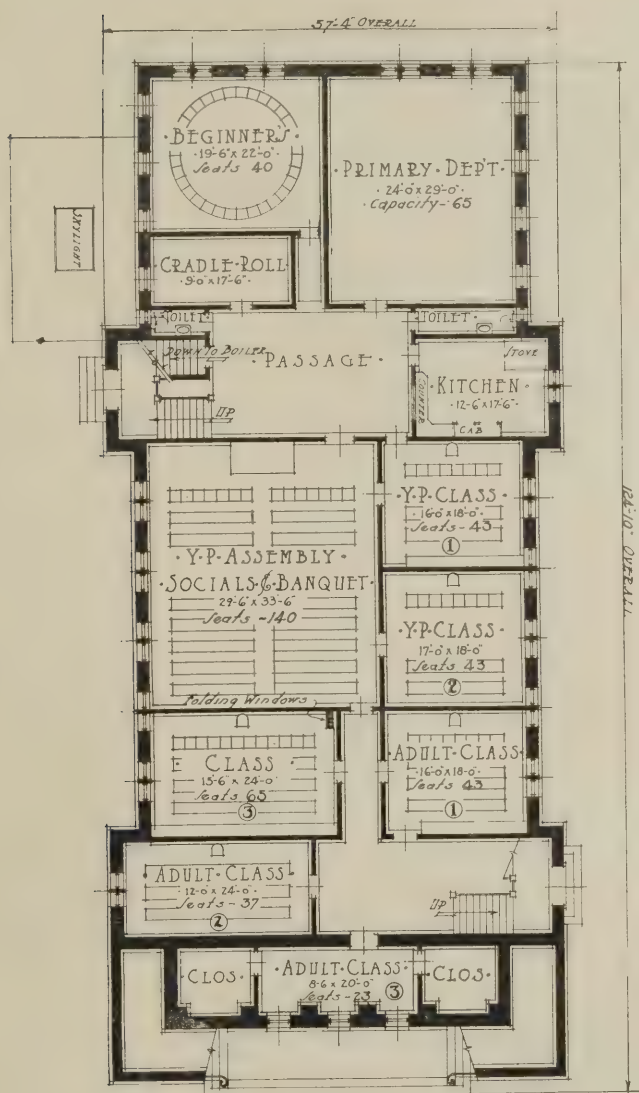
• AUDITORIUM FLOOR PLAN •

• SCALE 1" = 10' •

TYPICAL CHURCH PLAN

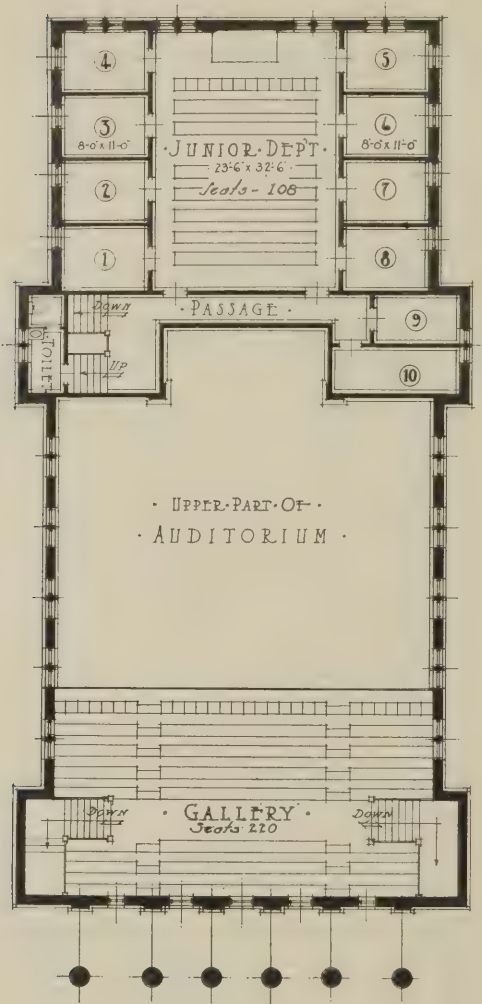
NO. 506

(Perspective on page 151)



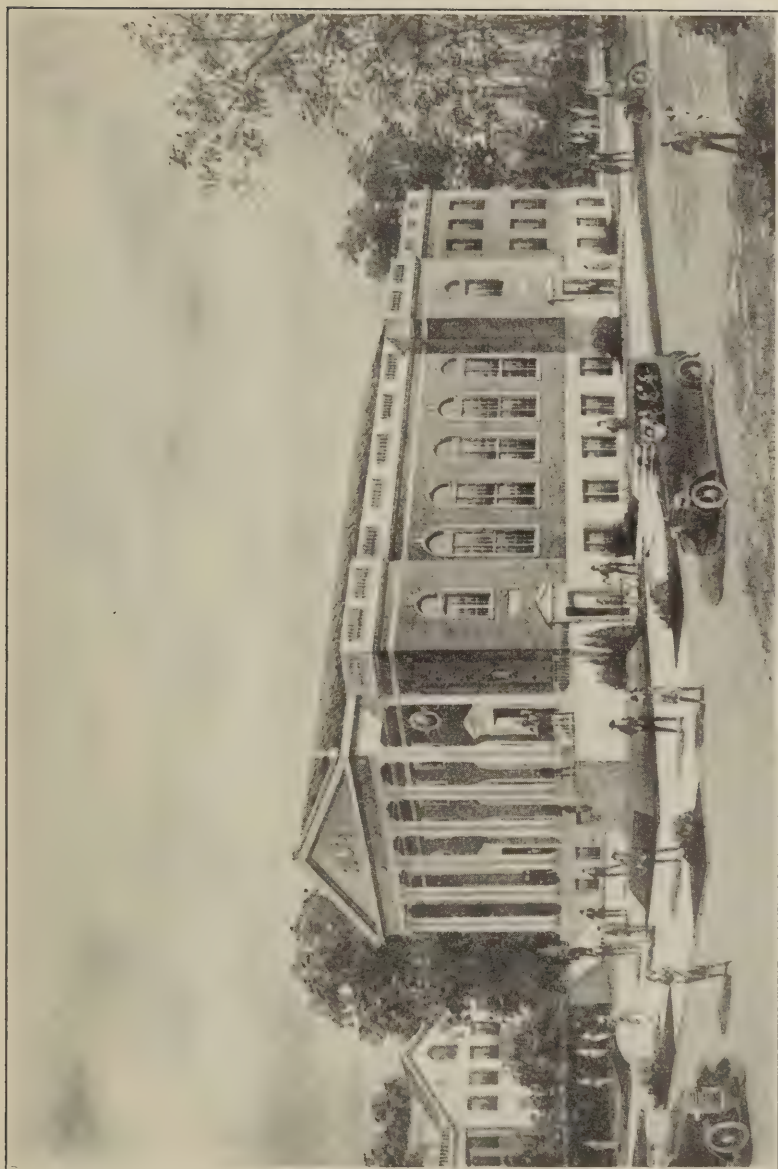
GROUND FLOOR PLAN
SCALE 1" = 10' FEET

TYPICAL CHURCH PLAN
NO. 506



• GALLERY FLOOR PLAN •
• SCALE 1" = 10' FEET •

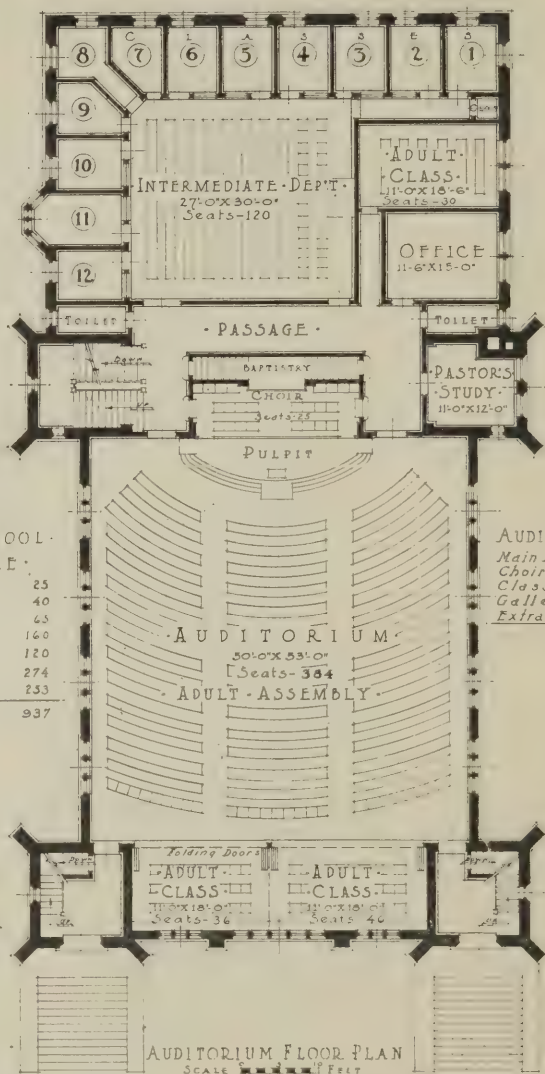
TYPICAL CHURCH PLAN
NO. 506



TYPICAL CHURCH PLAN

NO. 506

Designed by the Architectural Department, Baptist Sunday School Board

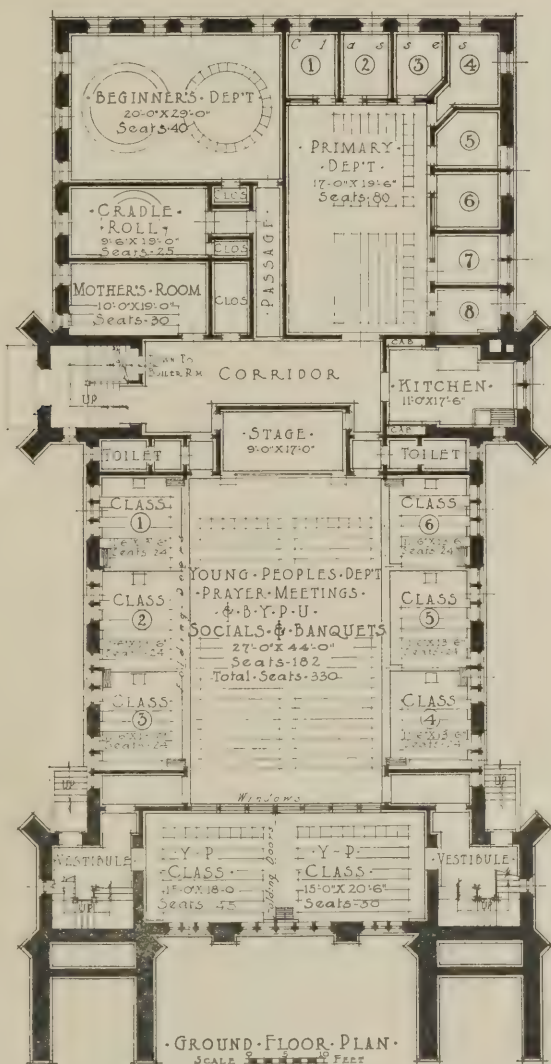


- ARCHITECTURAL - DEPARTMENT -
- BAPTIST-SUNDAY-SCHOOL-BOARD -
NASHVILLE-TENN.

280,000 CUBIC FEET

PLAN-NO. 603 GOTHIC.

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, AHOSKIE, NORTH CAROLINA
Plan No. 603
(Perspective on page 155)



• ARCHITECTURAL DEPARTMENT •
BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE TENN •

• PLAN No. 603, GOTHIC •

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, AHOSKIE, NORTH CAROLINA
Plan No. 603



• GALLERY FLOOR PLAN •
SCALE 0 12 FEET

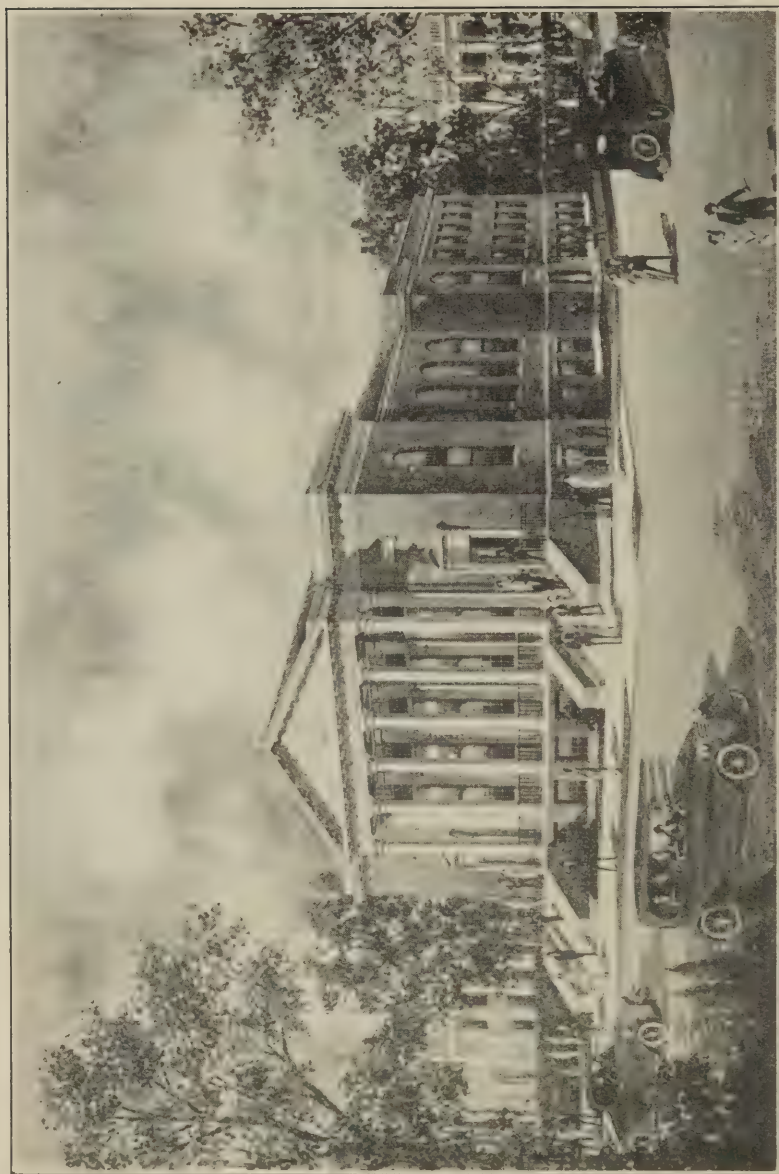
• ARCHITECTURAL DEPARTMENT •
BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE TENN •

• PLAN No. 603 • GOTHIC •

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, AHOSKIE, NORTH CAROLINA
Plan No. 603



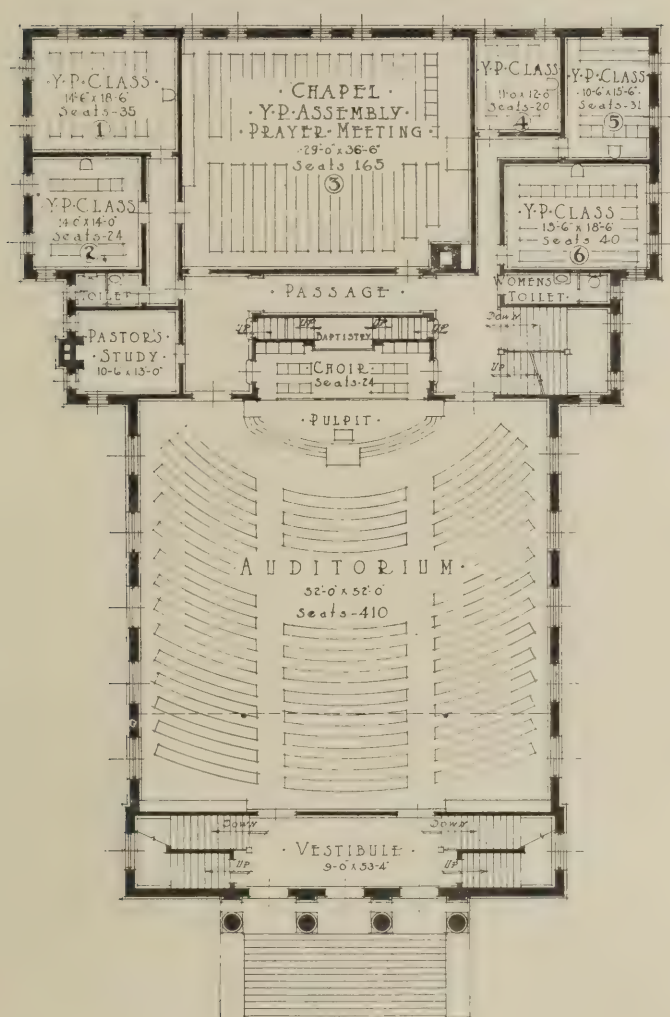
PRELIMINARY STUDY FOR THE
 FIRST BAPTIST CHURCH, AHOSKIE, NORTH CAROLINA
 Plan No. 603—Gothic
 Designed by the Architectural Department, Baptist Sunday School Board



PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, CEDARTOWN, GEORGIA

Plan 603—Classic

Designed by the Architectural Department, Baptist Sunday School Board



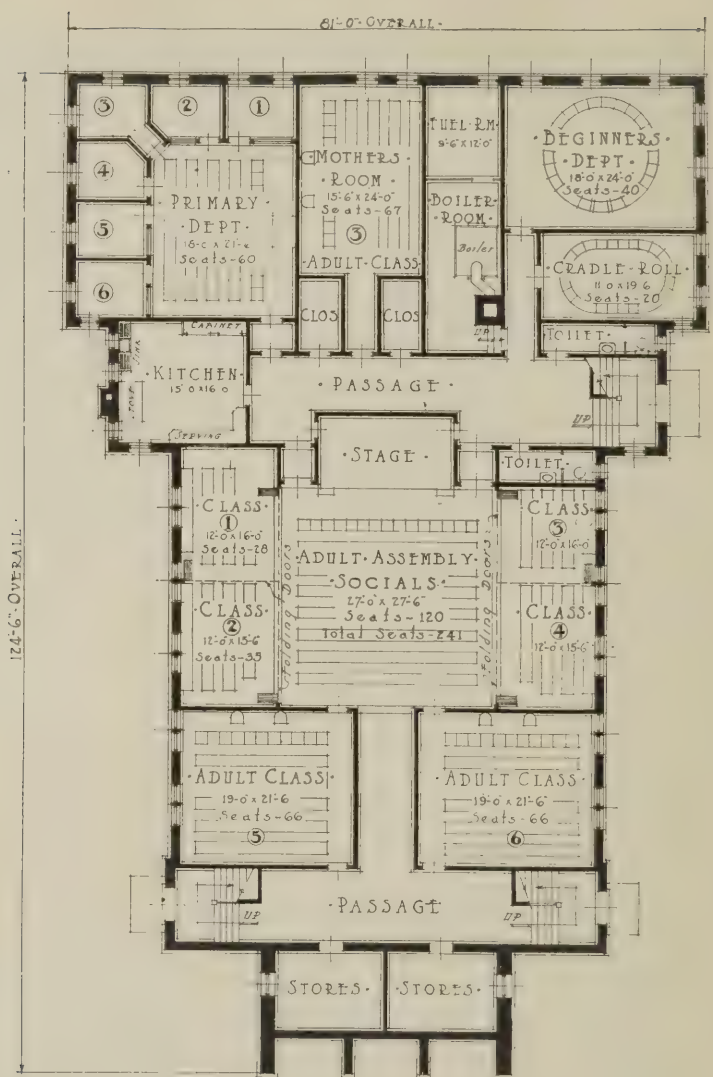
• AUDITORIUM FLOOR PLAN •

• SCALE: 0 5 10 FEET •

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, COCOA, FLORIDA

Plan No. 606

(Perspective on page 160)

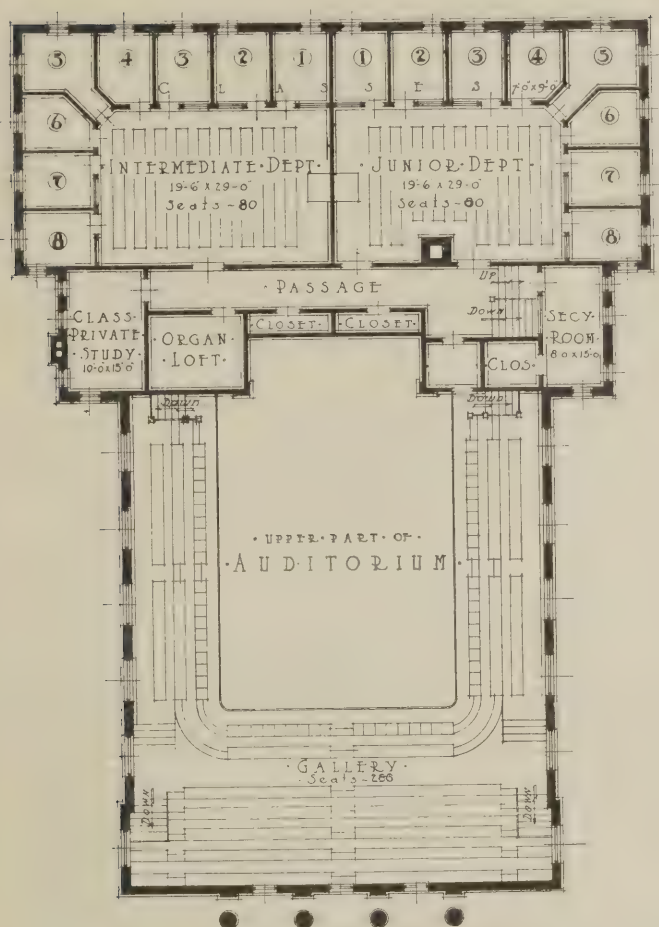


GROUND FLOOR PLAN

SCALE 0 5 10 FEET

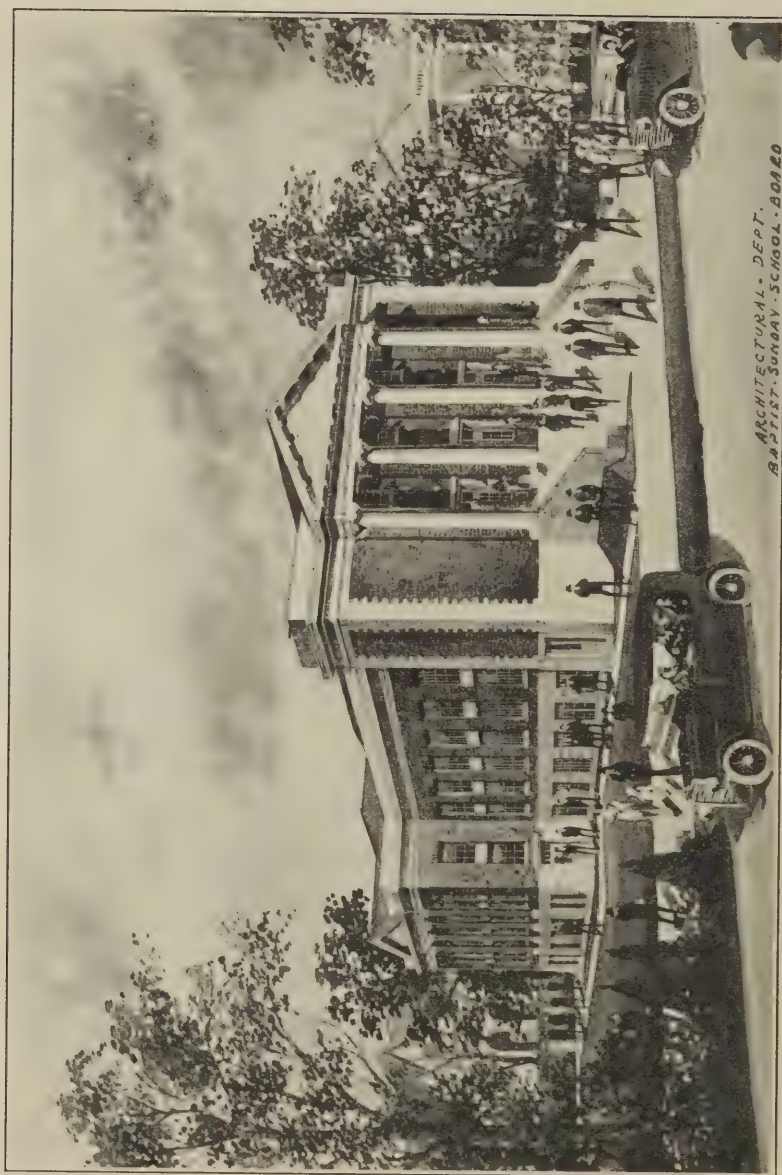
PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, COCOA, FLORIDA

Plan No. 606



• GALLERY FLOOR PLAN •
 • SCALE 0 5 10 FEET •

PRELIMINARY STUDY FOR THE
 FIRST BAPTIST CHURCH, COCOA, FLORIDA
 Plan No. 606

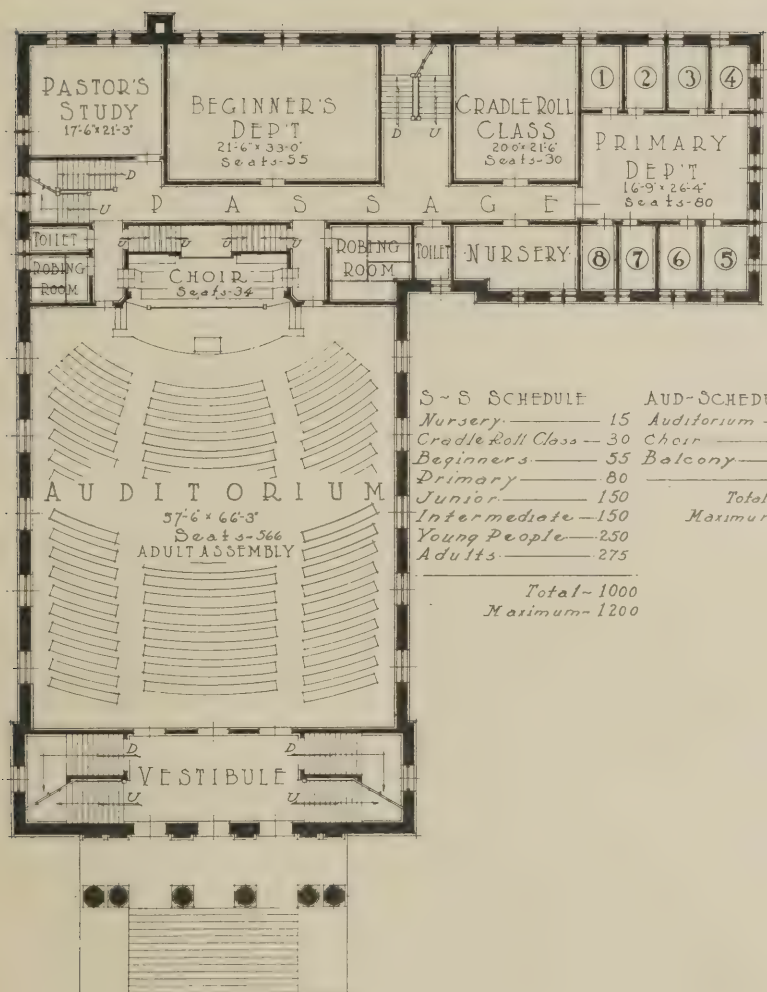


ARCHITECTURAL DEPT.
BAPTIST SUNDAY SCHOOL BOARD

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, COCOA, FLORIDA

Plan No. 606

Designed by the Architectural Department, Baptist Sunday School Board.



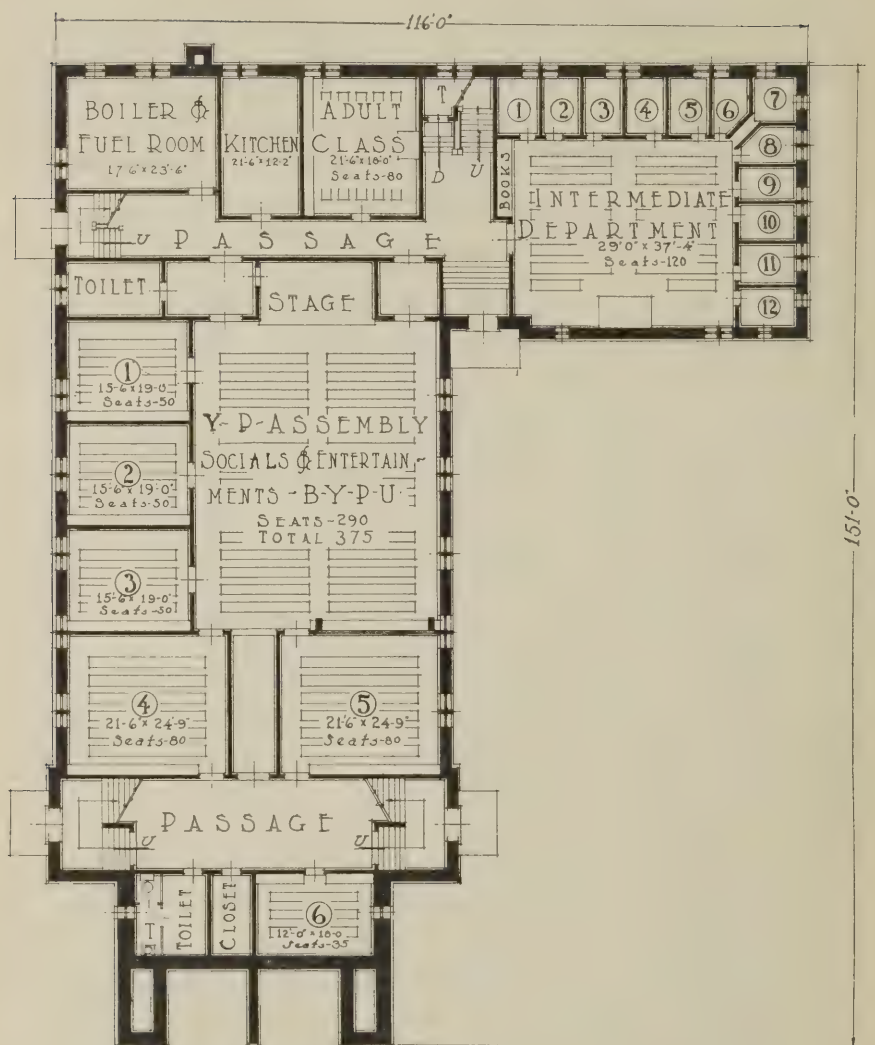
AUDITORIUM FLOOR PLAN

SCALE 1" = 10' FEET

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, FORREST CITY, ARKANSAS

Plan No. 910

(Perspective on page 164)

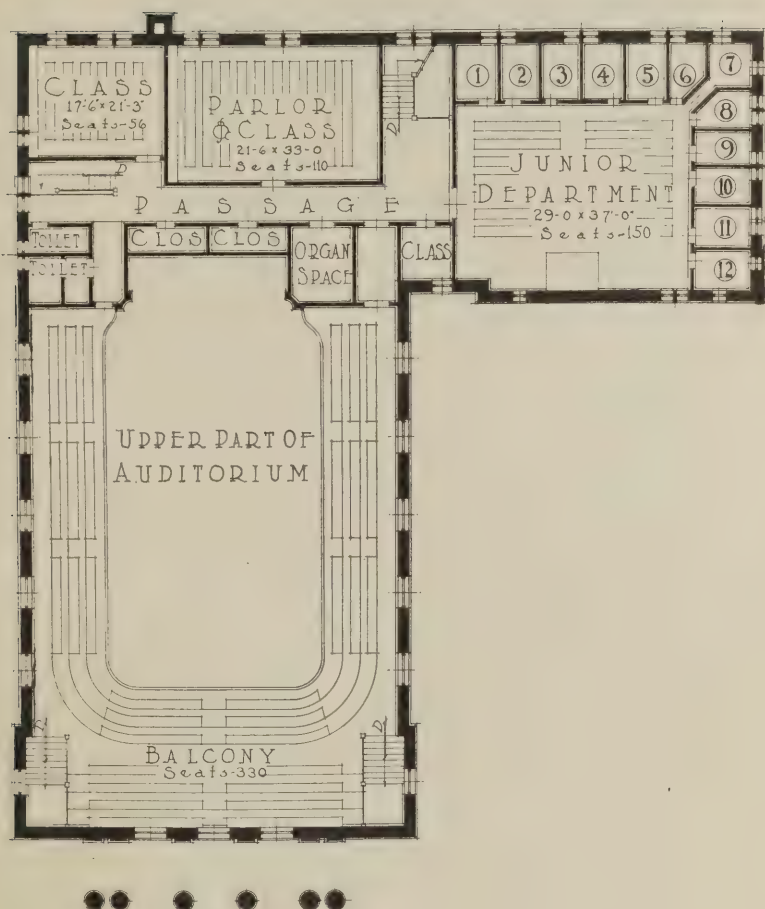


GROUND FLOOR PLAN

SCALE 1" = 10' FEET

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, FORREST CITY, ARKANSAS

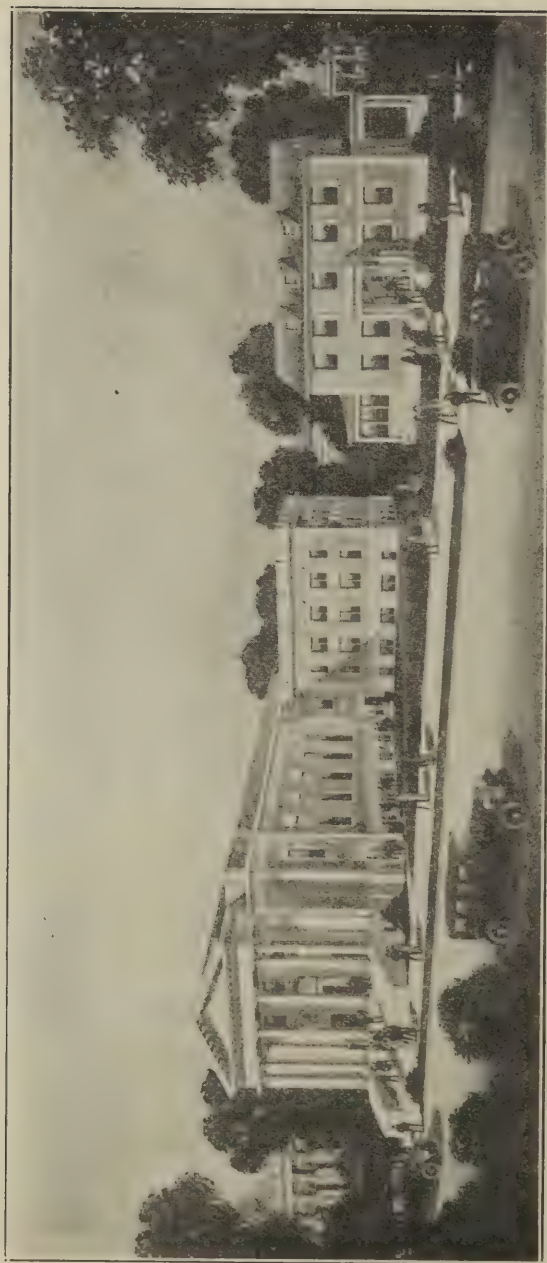
Plan No. 910



BALCONY FLOOR PLAN

SCALE 1" = 10' FEET

PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, FORREST CITY, ARKANSAS
Plan No. 910



PRELIMINARY STUDY FOR THE
FIRST BAPTIST CHURCH, FORREST CITY, ARKANSAS
Plan No. 910
Designed by the Architectural Department, Baptist Sunday School Board

FOR DISCUSSION

Observe in the plans offered in this chapter three types of front treatment; (1) No. 506 offers a main front entrance with side steps leading up to the portico; (2) No. 603 offers side steps leading up to vestibules; (3) No. 606 offers main front steps which lead directly to a central vestibule. Indicate the advantages and disadvantages of these various treatments. Which of them offers the best ventilation and light for the ground floor?

Note that the Young People's Assembly Room in Plan 506 is placed at one side, while in Plans 603 and 606 this assembly room is placed in the center. Which of these arrangements is best? Why?

The elementary departments in these plans are placed on the ground floor. Why?

Which of the buildings shown in this chapter offers the largest Sunday-school capacity in proportion to its cubical content?

Is there any one of the designs presented in this chapter which fails to offer an adequate number of rest rooms?

Which of these plans provides most adequately for social and play functions?

Does any plan offered in this chapter fail to offer adequate provision for any department of the Sunday school?

If we assume a lot seventy-five by one hundred twenty-five feet, which of these designs could be built on such a lot?

XVII.

BUILDING DESIGNS FOR CHURCHES AND SUNDAY SCHOOLS NUMBERING 100 TO 400

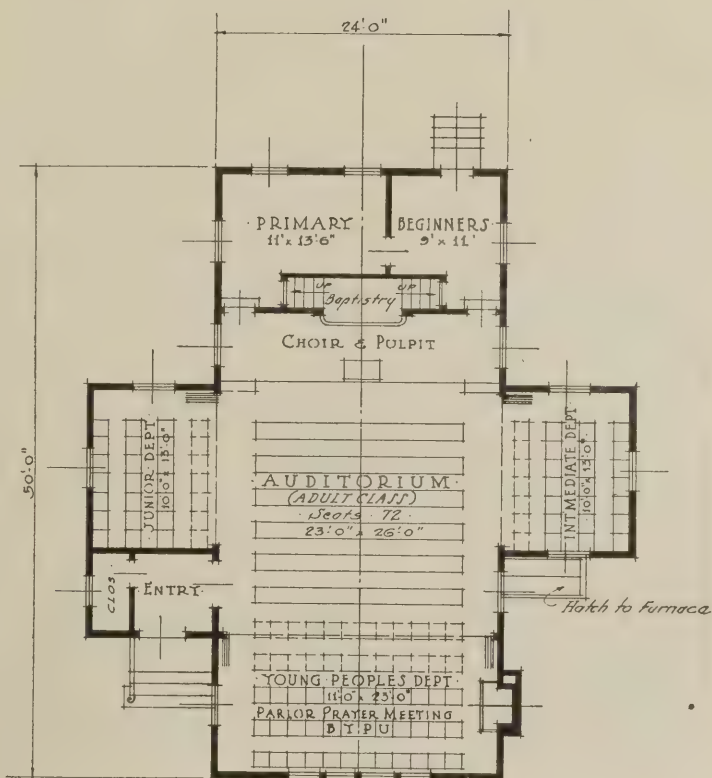
It is not practicable in the type of buildings which we now consider to offer the full grading which is provided in all of the larger buildings which have been presented in the preceding pages. Many of the proposals which have been made and illustrated in the preceding pages are impracticable in these smaller buildings. We offer designs which may be suggestive.

In Plan No. 51 we offer a small inexpensive design which offers a very real advance from the one-room building. Five Sunday-school rooms are provided, three of which open into the auditorium and supplement its seating capacity. It will be observed that Plan No. 100 represents a slight enlargement of Plan No. 51. This latter design offers a larger number of rooms and furnishes an enlarged capacity throughout.

Plan No. 101 offers a still further advance and may offer balanced provisions for a growing country or village church. The building may be erected with or without the cupola which is shown in the perspective.

Plan No. 102 represents a still further advance and will, of course, offer housing for a much larger congregation than the plans mentioned above. Like other plans presented in this chapter, it may be built of wood, brick, stone or other available material.

The two plans next offered, No. 304 and No. 404, are much larger; they offer rather complete housing for churches and Sunday schools numbering three hundred to five hundred.



• SUNDAY SCHOOL
• SCHEDULE •

Beginners	9
Primary	9
Junior	12
Intermediate	12
Young People	15
Adult	18
Total	75

• FLOOR PLAN •

• SCALE 0 5 10 FEET •

• CHURCH SCHEDULE •

Auditorium	72
Choir	12
Side Wings	42
Young Peoples Dept	36
Extra Chairs	38
Total	200

CHURCH NO 51

• ARCHITECTURAL DEPARTMENT •
• BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE TENN •

P E BURROUGHS ARCH SEC

WELLINGTON J H WALLACE ARCHT

THE BAPTIST CHURCH, COURTLAND, ALABAMA

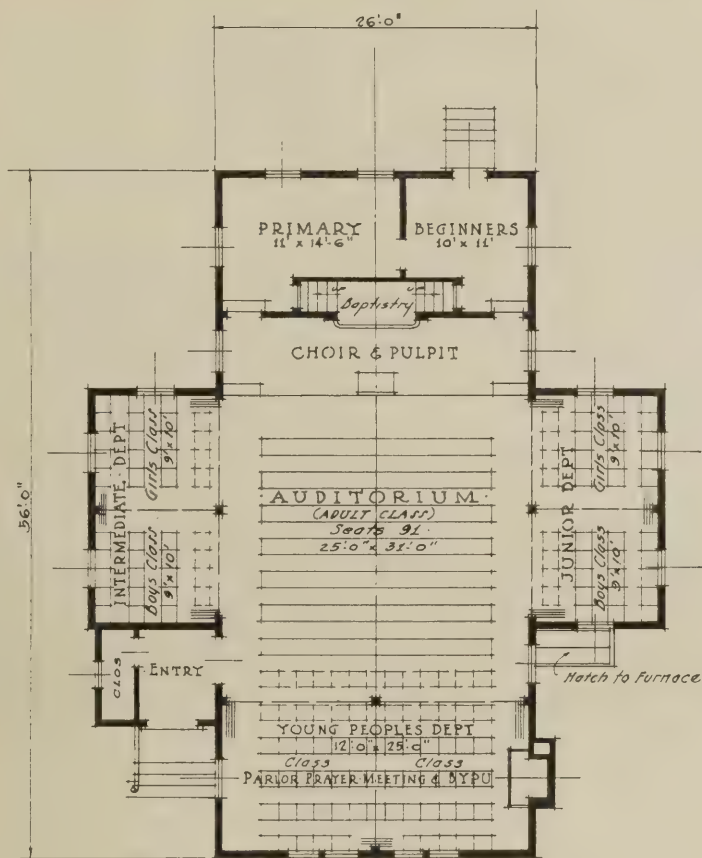
Plan No. 51



THE BAPTIST CHURCH, COURTLAND, ALABAMA

Plan No. 51

Designed by the Architectural Department,
Baptist Sunday School Board



SUNDAY SCHOOL SCHEDULE.

Beginners	12
Primary	12
Junior	16
Intermediate	16
Young People	20
Adult	24

Total - 100

FLOOR PLAN.

Scale 0 10 Feet.

CHURCH SCHEDULE.

Auditorium	91
Choir	10
Side Wings	60
Young Peoples Dept	49
Extra Chairs	45
Total	255

CHURCH NO. 100

ARCHITECTURAL DEPARTMENT.
BAPTIST SUNDAY SCHOOL BOARD.

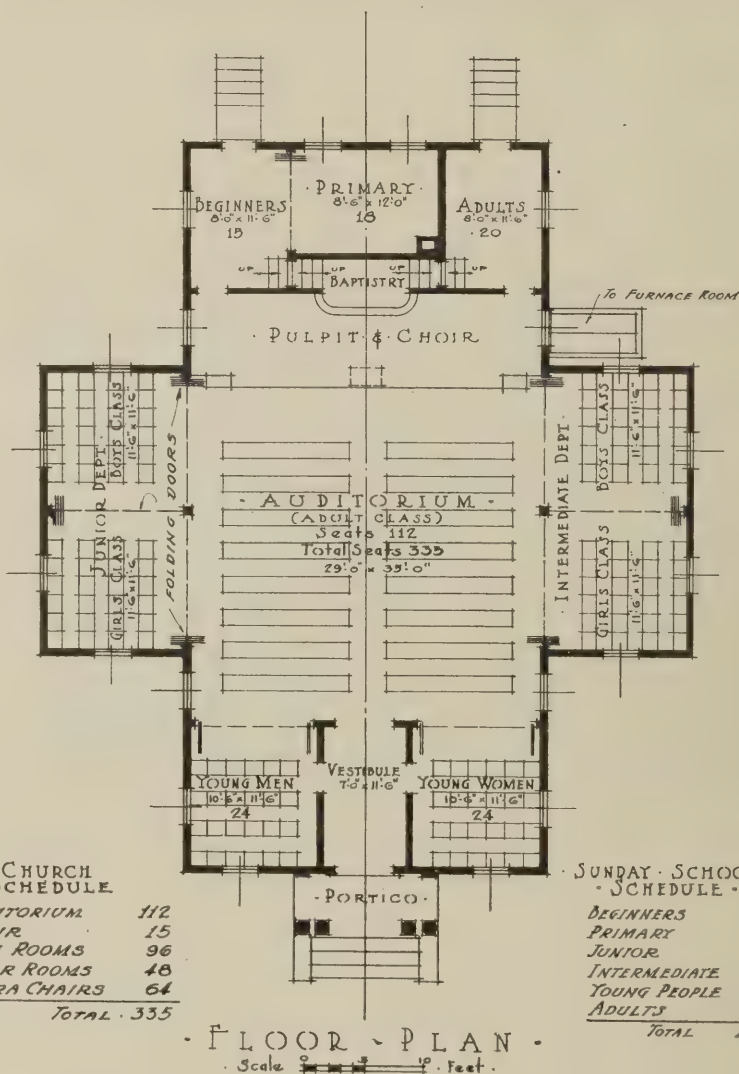
NASHVILLE, TENN.

P. E. BURROUGHS ARCH. SEC.

WELLINGTON J. H. WALLACE ARCHT.

THE BAPTIST CHURCH, HULBERT, ARKANSAS

Plan No. 100



CHURCH No 101

ARCHITECTURAL DEPARTMENT
BAPTIST SUNDAY SCHOOL BOARD
NASHVILLE, TENN.

P. E. BURROUGHS ARCH. SEC.

WELLINGTON J. H. WALLACE ARCHT.

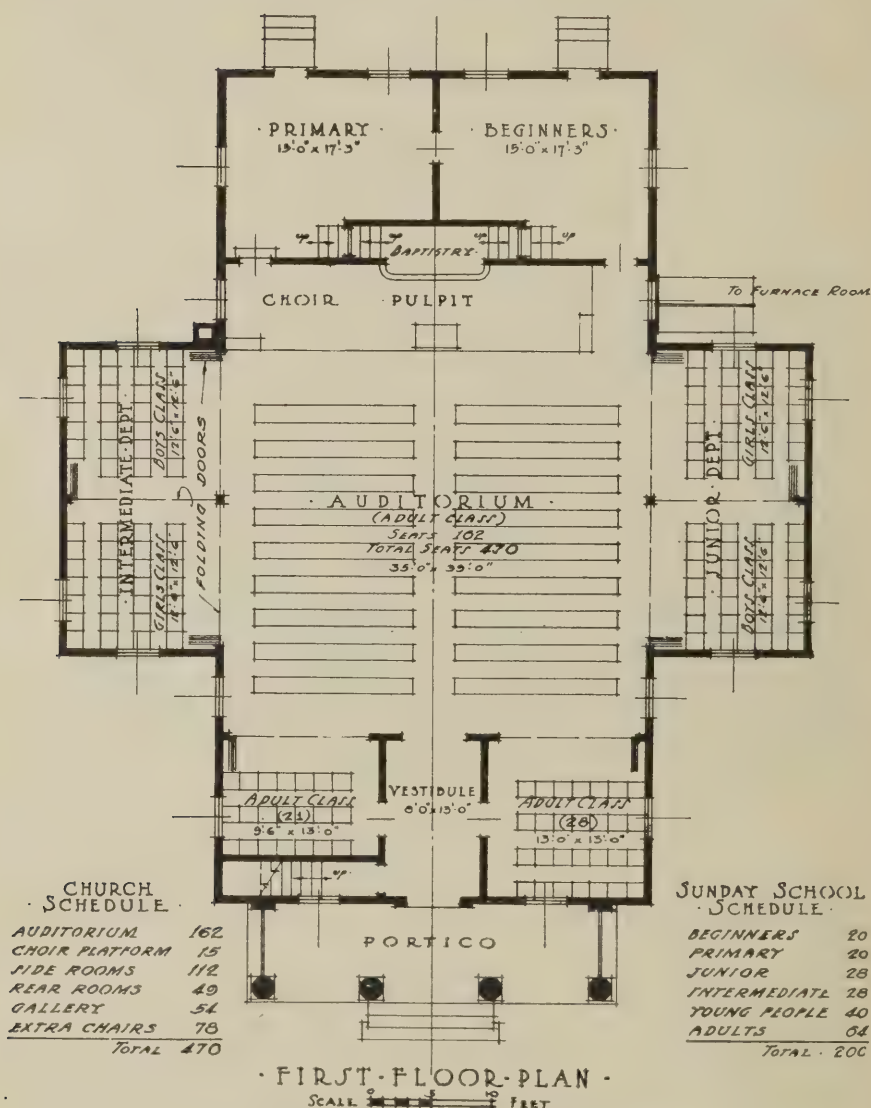
THE BAPTIST CHURCH, MARMADUKE, ARKANSAS
Plan No. 101



THE BAPTIST CHURCH, MARMADUKE, ARK.

Plan No. 101

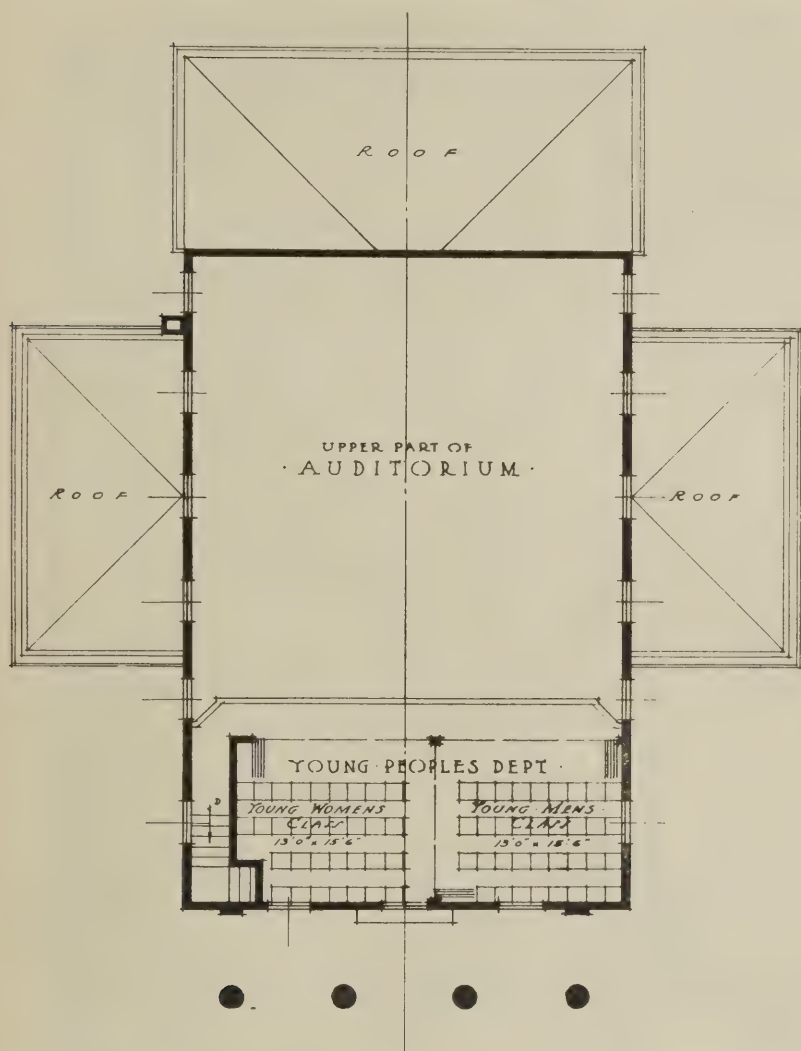
Designed by the Architectural Department,
Baptist Sunday School Board



THE BAPTIST CHURCH, SPARTA, NORTH CAROLINA

Plan No. 102

(Perspective on page 174)



· GALLERY · FLOOR · PLAN ·

SCALE  12 FEET

THE BAPTIST CHURCH, SPARTA, NORTH CAROLINA

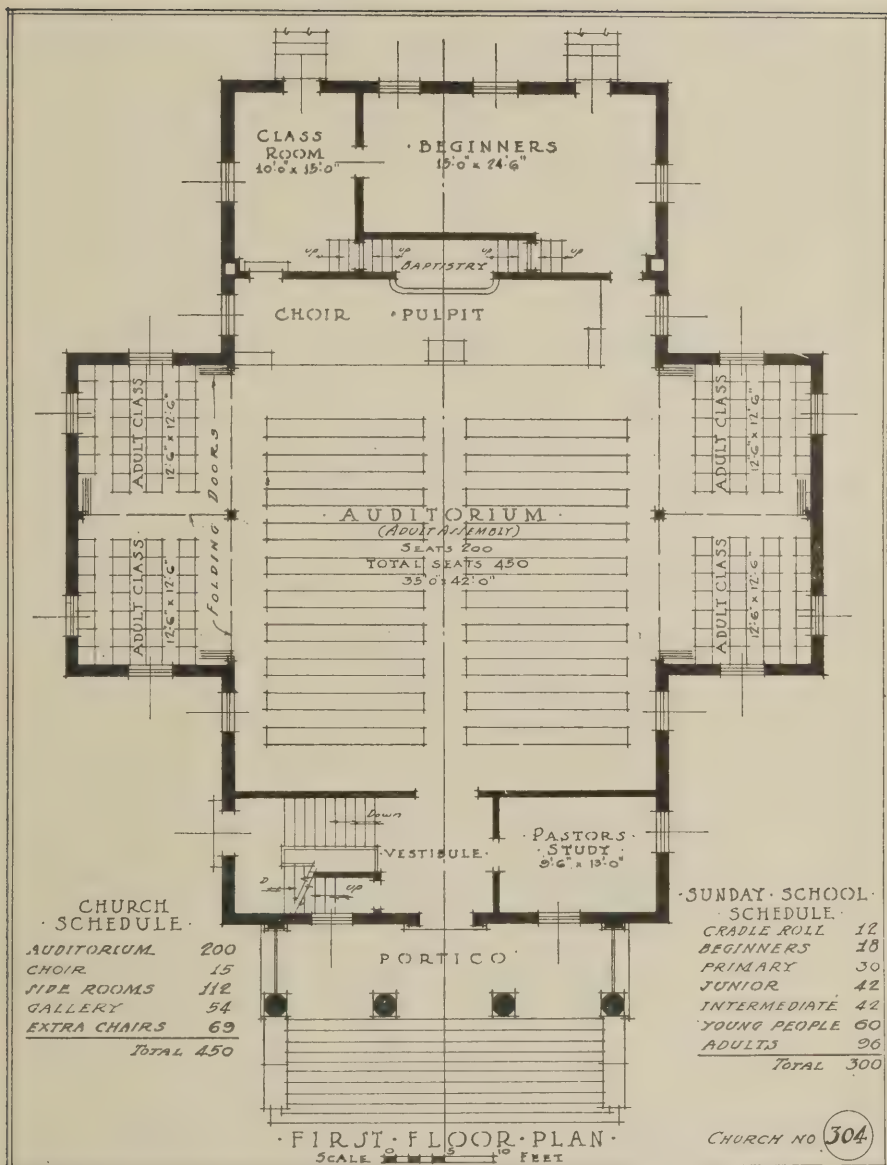
Plan No. 102



THE BAPTIST CHURCH, SPARTA, NORTH CAROLINA

Plan No. 102

Designed by the Architectural Department, Baptist Sunday School Board



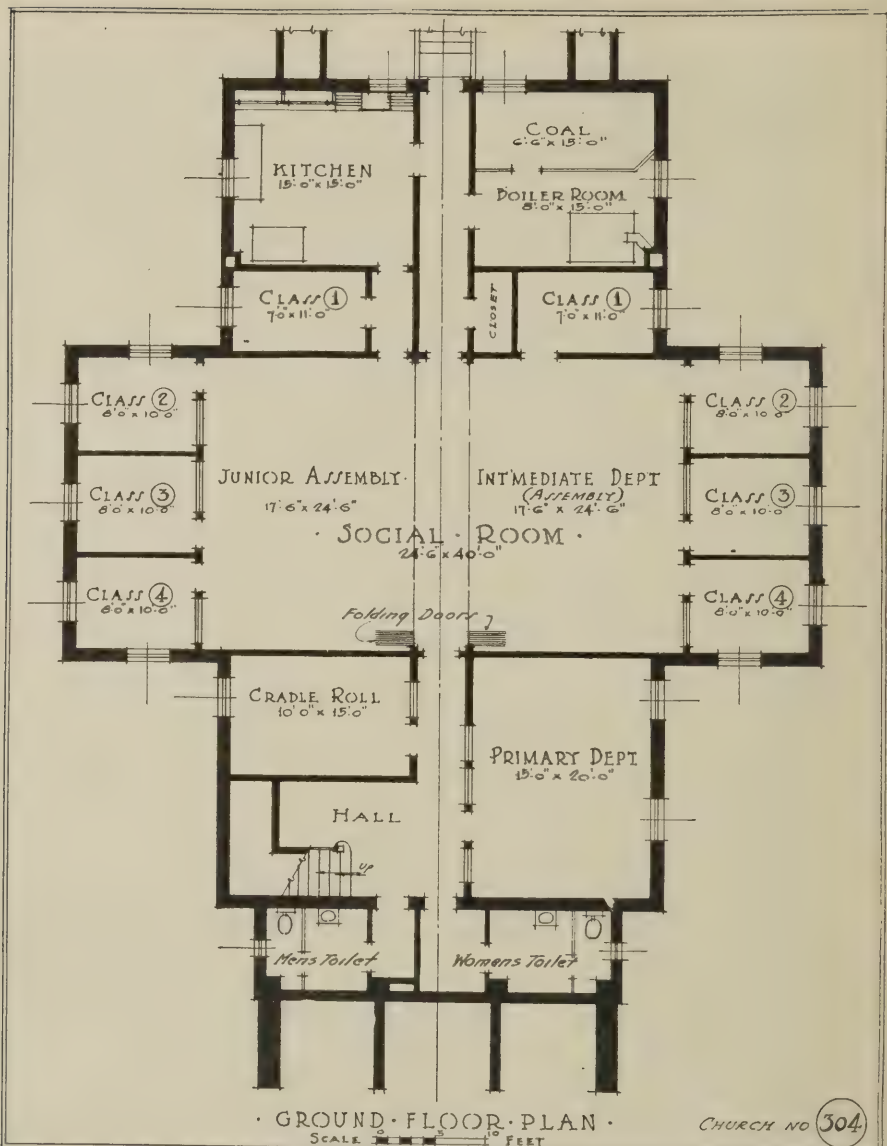
• ARCHITECTURAL DEPARTMENT •
• BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE TENN •

P. E. DURROUGHS ARCH. SEC

WELLINGTON J. H. WALLACE ARCHT

THE FIRST BAPTIST CHURCH, LEWISBURG, TENNESSEE
Plan No. 304

(Picture of the building on page 178)

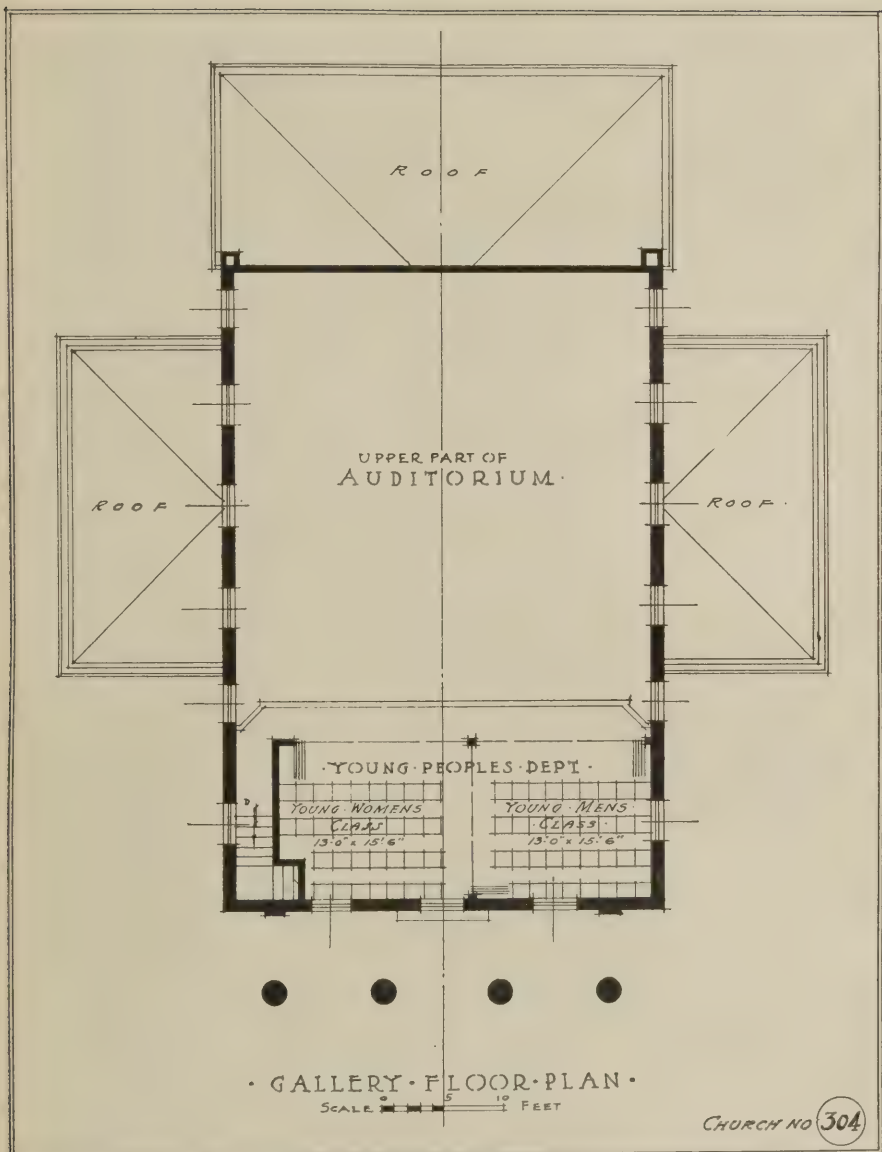


ARCHITECTURAL DEPARTMENT
BAPTIST SUNDAY SCHOOL BOARD
NASHVILLE TENN

P E BURROUGHS ARCH SEC

WELLINGTON J H WALLACE ARCHT

THE FIRST BAPTIST CHURCH, LEWISBURG, TENNESSEE
Plan No. 304

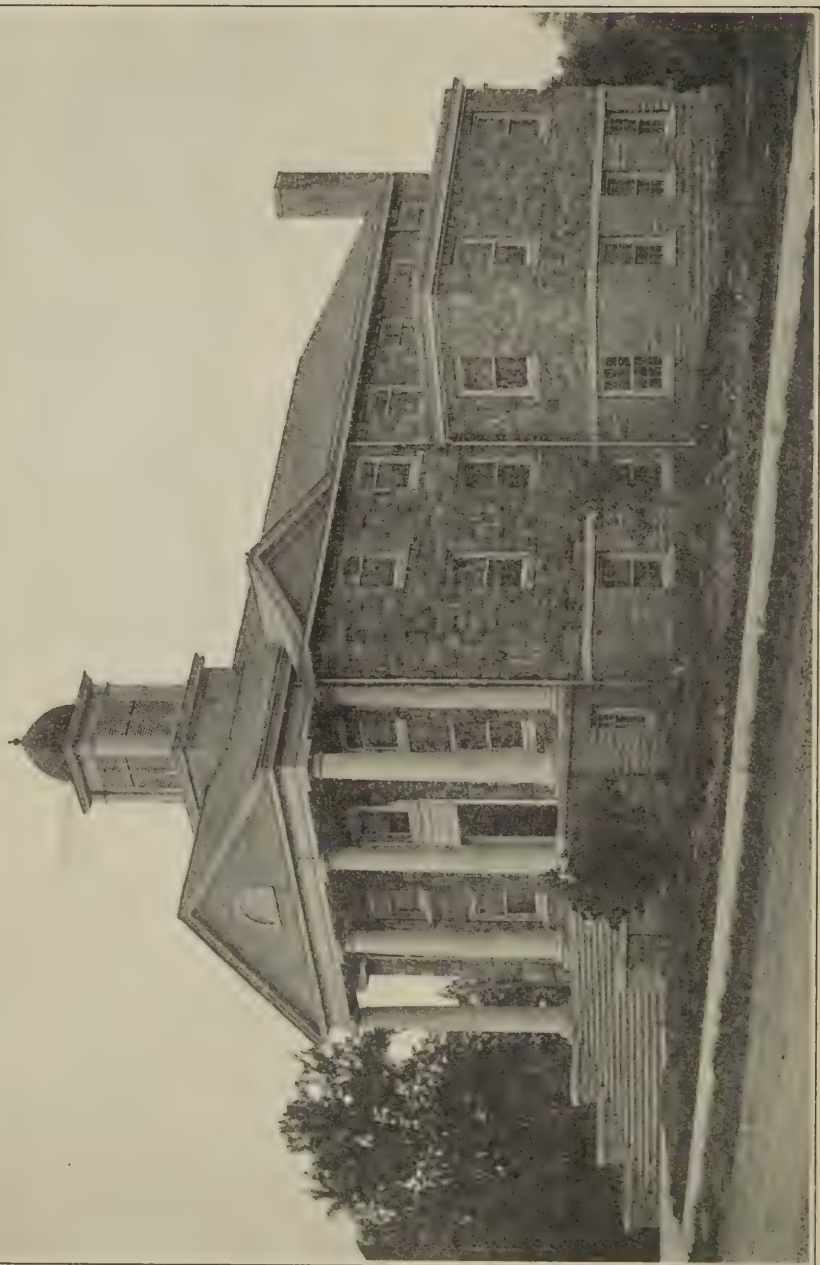


• ARCHITECTURAL DEPARTMENT •
• BAPTIST SUNDAY SCHOOL BOARD •
• NASHVILLE TENN •

P E BURROUGHS ARCH SEC

WELLINGTON J H WALLACE ARCHT

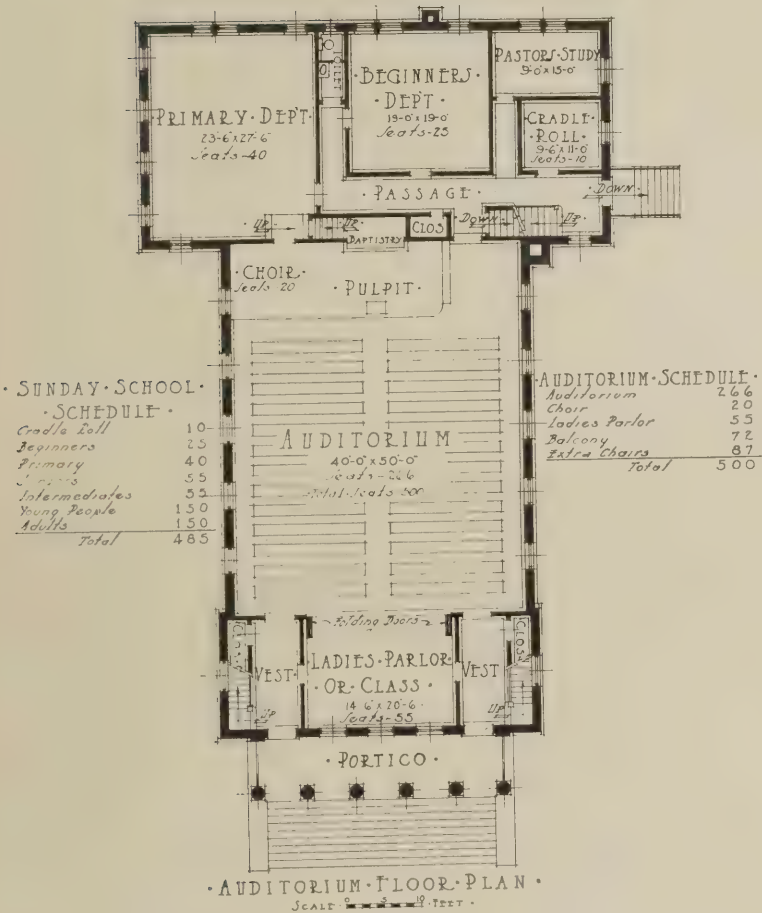
THE FIRST BAPTIST CHURCH, LEWISBURG, TENNESSEE
Plan No. 304



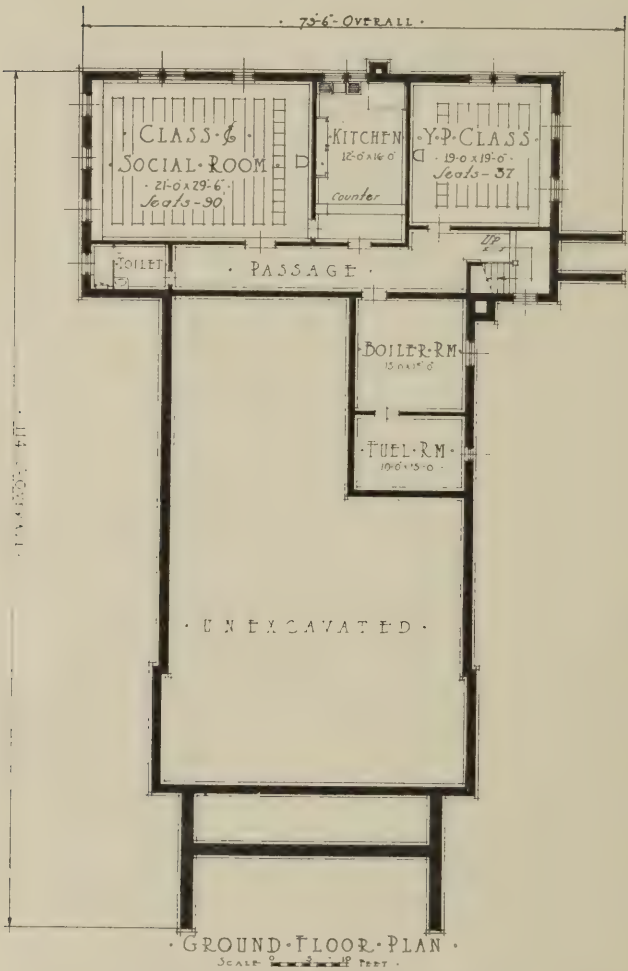
THE FIRST BAPTIST CHURCH, LEWISBURG, TENNESSEE

Plan No. 304

Designed by the Architectural Department, Baptist Sunday School Board.



THE BAPTIST CHURCH, BRYANT, VIRGINIA
Plan No. 404
(Perspective on page 182)



THE BAPTIST CHURCH, BRYANT, VIRGINIA
Plan No. 404



THE BAPTIST CHURCH, BRYANT, VIRGINIA

Plan No. 404

Designed by the Architectural Department, Baptist Sunday School Board

FOR DISCUSSION

Show how Plans No. 51 and No. 100 offer suggestions for the remodeling of one-room buildings. Show how Plan 101 might be built in units.

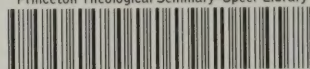
Show how the auditorium in Plan No. 102 can receive light and ventilation when its various folding doors are closed.

Contrast Plans No. 304 and No. 404, as regards: (1) cost; (2) appearance; (3) practical provisions for church and Sunday-school ministries.

[illegible]

NA4879 .B973
How to plan church buildings

Princeton Theological Seminary-Speer Library



1 1012 00070 3415